

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE
Monday, August 11, 2014
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of July 7, 2014.

Comments from the Public

Presentation

1. Health Insurance Presentation – Cindy Van Asten, M3 Benefits Consultants.

Communications

2. Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *Held for a month.*
3. Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. *Held for a month.*
4. Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. *July Motion: To refer to Department of Administration to report back at August meeting.*
5. Communication from Supervisor Hoyer re: Offer couple/family benefits to county employees with domestic partnerships in 2015 budget. *Referred from July Admin Committee.*
 - a) Resolution Offering Healthcare Benefits to Registered Domestic Partners Employed by Brown County.

Vacant Budgeted Positions (Request to Fill)

6. Airport – Maintenance Mechanic - Vacated 7/16/14.
7. Human Services – Economic Support Specialist (x2) - Vacated 7/3/14; 7/18/14.
8. Human Services – EMR Coordinator - Vacated 8/2/14.
9. Human Services – Shelter Care Unit Supervisor - Vacated 8/8/14.
10. Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) (x2) - Vacated 7/11/14; 7/15/14.
11. Public Works – Clerk/Typist II - Vacated 7/18/14.
12. Public Works (Highway) – Highway Crew - Vacated 7/15/14.

Referrals from Committees

13. Recommend to approve RFP Project for Investment Advisory Services. *Approved by and referred from July Admin Committee.*

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Reports

15. County Executive Report.
16. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for June, 2014.
17. Human Resources Report.
 - a) Discussion re: Mileage reimbursement rate for sanitarians. *July Motion: To refer to staff and come back in 30 days.*

Resolutions, Ordinances

18. Resolution Adopting Brown County's 2015 Five-Year Capital Improvement Plan.
19. Resolution re: Change in Table of Organization for the Community Treatment Center Nurse Educator.
20. Resolution re: Change in Table of Organization for the Human Services Department TAD/CJCC Court Supervisor.
21. Resolution re: Authority to Execute a 2014 Agreement with the Brown County Electricians.
22. Ordinance to Amend Section 1.11 of the Brown County Code Entitled, "Code of Ethics".
23. Resolution re: Change in Table of Organization Sheriff's Department, Computer Forensic Criminal Analyst (to be distributed at the meeting). *Motion at Public Safety: Recommend Executive Committee consider approving the hiring of two Civilian Crime Analysts by using money in the Sheriff's Department budget for the remainder of this year and including these positions in next year's budget.*

Closed Session

- 24a. Discussion, strategy, representation and possible action regarding: Grievance Arbitration for the Non-Supervisory Deputy Sheriff's Labor contract.
- 24b. Discussion, strategy, possible action regarding: contract negotiations with the Non-Supervisory Deputy Sheriff's Labor Contract.

Under 24. a. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

Under 24.b. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Wis. Stat. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

Reconvene in Open Session:

24. a. Discussion, strategy, representation and possible action regarding: Grievance Arbitration for the Non-Supervisory Deputy Sheriff's Labor contract.

24. b. Discussion, strategy, possible action regarding: contract negotiations with the Non-Supervisory Deputy Sheriff's Labor Contract.

Other

25. Such other matters as authorized by law.
26. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, July 7, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Tom Lund, Supervisor Buckley, Supervisor Erickson, Supervisor Moynihan, Supervisor Evans, Supervisor Fewell, Supervisor Vander Leest
Also Present: Supervisor Dantine, Supervisor Landwehr, Supervisor Van Dyck, Judy Friederichs, Marty Adams, Dale Schmit, Rob Gollman, Cora Haltaufderheid, Juliana Ruenzel, Brent Miller, Jeremy Kral, Dan Process, Chad Weininger, Sandy Juno, Maria Lasecki, Troy Streckenbach, Paul Van Noie, Brad Gajeski, other interested parties

I. **Call Meeting to Order:**

The meeting was called to order by Chair Tom Lund at 6:00 p.m.

II. **Approve/modify agenda:**

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. **Approve/modify Minutes of June 9, 2014.**

Motion made by Supervisor Buckley, seconded by Supervisor Evans to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public:

Brad Gajeski, 547 Summer Winds Drive, Green Bay, WI 54311

Gajeski wished to address the Committee regarding Item 6 on the agenda, a communication from Supervisor Dantine, regarding the problem of employee parking and its cost. Gajeski asked this Committee to approve this and put a time frame on it with a maximum of two months. He indicated parking downtown for County employees is an issue and a burden and he noted that most employees in the private sector are not required to pay for parking. He also noted that many other County departments do not have to pay for parking as they are provided on-site parking.

Gajeski asked this Committee to look into some sort of subsidized or no cost parking for employees. He reported that Dane County subsidizes parking for the vast majority of their employees, including in the area around the Capitol. He felt there should be a fair standard for all employees in Brown County and felt that the importance of the work he performs in his job downtown is equal in importance to the work done by all other County employees in all locations.

Supervisor Fewell stated that he understood Gajeski's concerns and noted that perhaps this issue should also be discussed with the Mayor of Green Bay as he was aware that deals have been made in the past with regard to parking in City ramps.

Proclamation

1. **Approval of Proclamation Marking August 16, 2014 as Korean War Veterans Day at Brown County Fair. *Referred from Veterans' Recognition Subcommittee.***

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Communications

2. **Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *Held for a month for further information.***

Supervisor Buckley indicated that he has spoken with Human Resources Director Brent Miller about this and it would be his desire to hold this matter for one month. Supervisor Evans responded that it was his understanding that the Executive Committee was also the personnel committee and he asked if the intent of this communication was to form a separate personnel committee. Buckley responded that a personnel committee could handle things such as vacant budgeted positions, parking and mileage issues and dress code issues before these issues are brought forward at the Executive Committee.

Supervisor Erickson appreciated what Buckley said but noted that most of the things that Buckley brought up have come through the Executive Committee in some shape or form. He noted that if any employee had an issue with something, they could come forward by contacting their Supervisor and the Executive Committee would attempt to handle the situation and he felt that bringing the concerns right to the Executive Committee would be the best way to handle issues.

Buckley asked if it would be Erickson's recommendation to get rid of all of the other Subcommittees and have everything done at County Board. He opined that the Executive Committee does a haphazard job of looking into employment issues and this is based on the years that he has been on the Committee.

Supervisor Fewell noted that the Administration Committee oversees HR issues such as hiring and those that are leaving employment and dealing with other HR policies. These things all come through the Administration Committee and are often referred to the Executive Committee. He felt that if the Committee structure is to be changed, it should be done at the beginning of a new term.

Supervisor Vander Leest shared that one way to deal with this may be to add a section for personnel issues on the Administration Committee agenda. He felt that the structure is already in place in the Administration Committee to deal with personnel issues. He did not think that adding a personnel committee would add value. He felt that there should be more communication and structure within the Administration Committee for personnel issues. He felt that it would be fine to continue working on the communication and come back with recommendations, but at this time he would defer to the Chair of the Administration Committee for thoughts.

Fewell responded that the Administration Committee has been addressing HR issues regularly, but he did not have a problem with this matter being held for a month.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor La Violette re: Hold County Board meeting at 6:30 p.m. *Held for a month.***

**Motion made by Supervisor Evans, seconded by Supervisor Erickson to receive and place on file.
Vote taken. Ayes: Fewell, Vander Leest, Erickson, Lund, Evans Nays: Buckley, Moynihan
MOTION CARRIED 5 - 2**

4. **Communication from Supervisor Van Dyck re: To provide better continuity between programming objectives and corresponding facility requirements and to better coordinate future facility improvements to museum and library facilities under the jurisdiction of the Education and Recreation Committee. *Referred to Exec Cmte as per the County Board on 6/18/2014.***

Fewell noted that he was happy to see that Supervisor Van Dyck was present and prepared to discuss his communication. Supervisor Van Dyck provided the Committee with a handout in support of this communication, a copy of which is attached. He went over the points in the handout with the Committee.

Van Dyck stated that what he is looking for is consistency because when it comes to things with the Parks Department, those items come through Ed and Rec as did the renovations to the golf course. He felt that this would just be consistent and he did not see any reason to assume there would not be engagement with the Public Works Department whenever it would be necessary; however, he felt that initiation, coordination and efforts of property should come through the home committee.

Van Dyck continued that in the near future both the museum and the library will be facing critical decisions regarding facilities and he believes that the oversight committee is in the best position to coordinate the discussions and direct the process leading to decisions.

Vander Leest stated that he agreed with this communication and there have been discussions on this issue before. He recalled that there were major issues, including communication issues and general direction issues, on the Central Library renovations and he felt that this project should have been led by the administration as well as the Ed and Rec Committee instead of the Library Board and Facilities. Vander Leest felt that the process as outlined by Van Dyck makes more sense as the Ed and Rec Committee would have more understanding of the processes and budget goals and initiatives than another Committee who does not have the same background. He would support this communication and felt that this would probably take an ordinance change or clarification of committee structure. He continued that there are a number of things that come into play and this probably should not be done for every committee. He wants to make sure that discussions of renovations at the Central Library comes to the Ed and Rec Committee and he believes there should be a structure in place that the Library Board knows, the administration knows and the County Board knows.

Supervisor Moynihan thanked Van Dyck for being succinct in this communication and stated that he wholeheartedly agrees with his assessment of the situation.

Fewell felt that the oversight committee should always be aware of programming issues in the departments they oversee. He has no problem referring issues to the appropriate Committee but he felt strongly that programming issues really need to be run through the parent Committee. He felt that Committees should be kept abreast of all aspects of a project or issue and those issues should be worked out in the Committee and then if there a need to go further those needs could be pursued.

Erickson stated that when this is referred to staff, maybe staff should look into it a little bit as to budgeting for the items and then Facilities can do the work and be charged back.

Buckley stated that Fewell brought up a great point and noted that the Public Safety Committee has been left out of the loop regarding the building they are trying to build at the Sheriff's Department and he felt that this has caused long delays in getting the project off the ground. Buckley continued that Facilities not reporting to the Committee they are doing the work for could be costing money in potential delays.

Van Dyck agreed with Fewell and Buckley and felt that this would best be served by an additional communication and he urged someone to put forth such a communication.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to forward communication to Corporation Counsel for creation of a resolution detailing the nine bullet points contained in the handout. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. *Referred from June County Board.***

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. *Referred from June County Board.***

Supervisor Fewell thanked Supervisor Dantine for being here to address his communication. Dantine was looking for information as to how many downtown employees pay for parking and what the cost for parking is. He also noted that employees at other locations such as the Zoo, Highway Department and nursing homes do not have to pay for parking and he did not feel this was equitable. He has received calls from employees on this and he would like the administration to look into what it may cost to subsidize parking and what the options may be.

Director of Administration Chad Weininger shared information he had. He noted that there are currently 340 employees that pay to park downtown and the monthly rate ranges from \$25 - \$65. On a monthly basis, \$14,419 is paid for downtown parking and on an annual basis the amount is about \$174,500. Of the \$14,419 paid out on a monthly basis for parking, roughly \$10,000 is paid to private rentals and the rest goes to City lots. Weininger indicated that he had reached out to the City of Green Bay Mayor's office to see if County employees could receive a discount at City ramps. The Mayor advised Weininger that he would look at options in the Cherry Street ramp. Weininger will keep the Committee advised of his discussions with the Mayor. Lund indicated that we are moving into the budget season and he would like to have this done by September so that it can be added to the budget in October if necessary.

Vander Leest felt it would be important to know how other government entities handle parking; whether they pay for any or subsidize it or if it is considered as a benefit. He noted that in Madison State employees can pay upwards of \$150 - \$200 per month for parking. Vander Leest did agree that there was an issue of equity here as not all County employees have to pay for parking. He would like to see how this is handled in areas other than Brown County. He stated that Brown County has worked with the City on other issues and maybe could work together to come up with a discounted rate that could be passed along to the employees.

Erickson felt that if the City were to offer a discount to County employees parking in the ramp, there could also be an equity issue to those County employees who would not get a discount at a private

lot. Erickson would like to know how much property would be needed to make 400 parking spaces. Weininger will look into this and include it when he updates the Committee.

Fewell stated that another proposal which he thought would be fair is to look at spreading the parking costs out over the entire employee base instead of just over those employees that work downtown. If the parking costs were spread over 1,500 employees the cost to each employee would be minimal. This may be of benefit and provide leverage in negotiating parking spots if the County is collecting the money and paying out for the parking. He felt that this made some sense and then all employees would pay a small amount opposed to some paying no parking and some paying high parking rates.

Buckley asked if the private rate with higher or lower than what the City charges. Weininger responded that the rate at the Cherry Street ramp is between \$41 and \$65 per month and the private lots charge anywhere from \$22 - \$65 per month, depending on how far they are away from the County buildings. Weininger also noted that City employees are not required to pay for their own parking. Buckley suggested that Weininger look into doing some sort of master lease for parking.

Van Dyck also suggested that administration look into what the State employees who work downtown do for parking. If they are parking in the ramps, Van Dyck would like to know if they receive a discount from the City and he would also like to know how many stalls the State employees require. If the County was going to look at obtaining property for a parking lot, Van Dyck suggested that they may wish to look at a spot large enough to have extra spots that could be rented out as a revenue generator.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to refer to Department of Administration to report back at August meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Communication from Supervisor Lund re: To discuss at Executive Committee the inclusion of full minutes in the board meeting packet. *Referred from June County Board.*

Chair Lund stated that the County Clerk was here to address this. Supervisor Moynihan indicated that there are two versions of the County Board meetings. One is an abbreviated version and one is an extended version. Moynihan felt that it would save ink and paper if the abbreviated version was included in the Board agenda packet, noting that anyone could go online to view the extended version if they wished, however, there was an uproar about this at the last Board meeting.

Fewell noted that with regard to minutes, Dane County's policy states that minutes should reflect the persons appearing, other than supervisors, the matter on which they appear and the position taken as well as positions of supervisors or members of the committee or any information furnished shall be recorded only if so requested by that member or supervisor and further that minutes shall reflect action taken but shall be kept as brief as possible. Fewell strongly felt that if someone felt they had something important to say that needs to be included in the minutes that they should tell the recording secretary that. Otherwise he felt that some of the things that are said are not included in the minutes and he noted that he wanted this point recorded in the minutes. He continued that he does not have a problem with the abbreviated minutes, however, if someone has something important to say, they should be sure the recording secretary knows it needs to be included in the minutes. For issues that are not felt to be that important, he felt that it would only be necessary to record the actions of the committee.

Vander Leest indicated that he has had to go back in the past and look for things that the County Board has voted on, particularly million dollar decisions and other large dollar decisions that can have an impact on what direction the County Board is heading. He felt a short summary of the background and the most important information adds value, otherwise there is no real record to go back. He continued that the written copy is also useful for the future and if there was not detail, there would not be any record of what happened. He felt that the basic summary is necessary in order to preserve the record. He felt that how this was handled in the past was appropriate and that there may be other ways to save costs rather than cut the minutes down. He was concerned that if the short form minutes are used there would not be a record in the future and you cannot count on supervisor recall due to turnover. He felt the historical background was very important. He noted that the State and Federal government have a summary of what happens in their minutes as well. He felt there was a fundamental need for a summary in the minutes and he would like to see that carried out. He did appreciate the County Clerk's work and felt that she has done a good job recording things and wishes that she would continue doing that.

County Clerk Sandy Juno indicated it did not make a difference to her whether the short form or long form is included in the agenda packet. She explained that the long form minutes are kept on file in the County Clerk's office and are always available online and can be accessed at any time. She continued that the short form minutes provide a synopsis that is published in the *Green Bay Press Gazette* and they went to the short form minutes to save on publication costs. The savings from publishing the short synopsis as opposed to the long form minutes is about 60%. Juno continued that County Board staff felt that including only the synopsis in the agenda would save money on printing and she noted that sometimes the long form minutes are in excess of 140 pages. Further, including only the synopsis could result in savings of \$15 - \$20.

Supervisor Evans was excused at 6:42 pm

Fewell felt that major decision on multi-million dollar projects and other things that are contained only in the minutes create a fundamental problem in government. He felt that all large items and multi-million dollar items or other serious issues should be in resolution form. The resolution explains exactly what is going on and there should be no question as to what the intent of the minutes are. He felt that if multi-million dollar decisions and other serious issues have to be decided on who said what at the committee meetings there is a fundamental problem. He reiterated what he said earlier that if a supervisor has a comment that they wish be contained in the minutes that they tell the recording secretary to record it. He felt that serious and large dollar items should be in resolution or ordinance form with fiscal impact and really if you want to be recorded, simply relay that to the recording secretary. Fewell questioned who makes the decision as to what one supervisor says as opposed to another supervisor says and who makes the decision as to what is recorded and what is not. Who makes the determination as to what is important and what is not? He felt that either every word should be recorded or only the motions should be recorded and those who want to be recorded when they want to be recorded, but everything should be plain and simple. He continued that they do not have these bogus things going through the State legislature; they make sure they are following legal guidelines and legal counsel so they know its legal and they can defend it and he felt that is what Brown County should do as well. He felt that recording everything is ridiculous.

Buckley asked for clarification as to the long form minutes being online or in the Clerk's office. Juno confirmed that the long form minutes are both in her office and online. Juno also noted that there are also DVD recordings of the meetings. Buckley felt that if someone had a question as to what happened at a meeting they could either stop by the Clerk's office or go online at any time to review

the long form minutes. Buckley stated that what was done for the last meeting of including only the short form minutes in the agenda packet was great.

Moynihan stated that this goes back to the last term when he offered to give the Board the opportunity to get the work done and that you could go online, click the agenda item and be taken right to that portion of the meeting and all the discussion and verbiage that ensued would be right there. He felt that all that is needed is the actual motions of the committee or County Board, just like they do in Ashwaubenon, De Pere and Green Bay. He stated that he will continue to have the short form minutes only included in the agenda packet until the Board tells him differently.

Vander Leest suggested that since there are some people that prefer the long form and others that prefer the short form, perhaps the County Board office could accommodate that by sending out the long form to those who want it and the short form to those who wish to review only the synopsis. He stated that personally he would prefer the long form as he goes through the minutes and highlights things he has questions on or wishes to work on. He felt that the Clerk's office could continue to use the short form for publication purposes. Juno also mentioned the option of supervisors printing off pertinent parts of the long form minutes from the internet at home. She stated that her staff keeps the long form minutes as full and complete as possible and they include everything in them, but this adds up in printing costs.

Fewell felt it may be cheaper to give all of the Supervisors laptops so they would have access to the minutes at any time.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to receive and place on file. Vote taken. Ayes: Buckley, Moynihan, Lund, Fewell, Erickson Nay: Vander Leest. MOTION CARRIED 5 – 1.

Vacant Budgeted Positions (Request to Fill)

8. Child Support – Child Support Specialist-Enforcement - Vacated 6/3/14.
9. Child Support – Child Support Clerk - Vacated 6/8/14.
10. Child Support – Clerk/Typist I - Vacated 7/11/14.
11. Health – Public Health Nurse - Vacated 4/7/14.
12. Human Services – Clerk IV(x2) - Vacated 5/16/14, 6/20/14.
13. Public Works (Facilities Management) – Housekeeper .5 - Vacated 6/30/14.
14. Public Works (Highway) – Superintendent - Vacated 6/23/14.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 8 – 14 together. Vote taken. Ayes: Moynihan, Erickson, Lund, Fewell, Vander Leest Nay: Buckley. MOTION CARRIED 5 – 1.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 8 – 14. Vote taken. Ayes: Moynihan, Erickson, Lund, Fewell, Vander Leest Nay: Buckley. MOTION CARRIED 5 – 1

Legal Bills

15. Review and Possible Action on Legal Bills to be paid.

Erickson stated that he looks at the legal bills and he felt that the bills for Raven Manufacturing are included every month but the balance for attorney fees does not seem to be going down much and he felt that Met Jet seems to be headed in that direction as well. He will speak with Chuck Lamine further on this by phone at a later date.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

16. County Executive Report.

County Executive Troy Streckenbach stated that levy targets for the budget have been delivered to the departments. As Weininger mentioned earlier they continue to find other areas and other initiatives that the County Board may want them to take on in the budget process and to find additional funding for. He stated that he is looking forward to working with the County Board to approve another budget at no levy increase.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Internal Auditor Report.

a) Board of Supervisors Budget Status Financial Report for May, 2014.

Internal Auditor Dan Process reported that he had sent out a communication to the supervisors asking for their feedback as to what they would like to see on a quarterly basis.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Preliminary Audit Report – Purchasing Function Audit – Public Works Highway Department (Pending Final Review by Corporation Counsel).

Process provided the Committee with a handout, a copy of which is attached, that outlines the issues, criteria, conditions, recommendations, management responses and additional comments regarding the Purchasing Function Audit.

Process outlined the major findings in the audit and thanked the Highway Department for their cooperation throughout the process and indicated that he had conversations with various individuals that were very productive. Process continued that most of the findings in areas that he felt the Department could improve on are internal controls. He noted that right now the County has a policy in place but the Highway Department and some other departments are exempt from it and Process felt that some benefit could be gained by creating a policy to help guide and provide oversight in that area. Process stated that he would recommend the policy to include things such as objectives, competitive bidding requirements, definitions, emergency purchases, alternative procedures, vendor relations and employee expectations. He felt this would help guide the department in the event of turnover and new employees who want and need some guidance. Process continued that based on the response he received, the Highway Department acknowledged that procedures could be strengthened but they do not feel that a policy change is necessary as there are state statutes that guide them; however Process still felt that a policy change would be beneficial.

Fewell stated that he understand that statutes exist, but felt that since the County funds part of the Highway Department and if the Board has policies they want them to follow, they should follow the policies. Process noted that the Highway Department is also responsible for following all other administrative policies.

Buckley felt that based on the last County Board meeting, the Highway Department should have more policies in place to handle some of these things, especially when you look at the number of purchase orders that were taken out and the number that were voided and other things shown in the audit. He felt that the Highway Department seems to do what they want to do and he did not think this is appropriate. He felt that the oversight committee really needs to work with staff on the policies and procedures as to how to run the Highway Department.

Moynihan stated that he has discussed this audit with Process and felt that maybe the oversight committee should work in concert with Corporation Counsel on this matter.

Motion made by Supervisor Vander Leest to refer to Corporation Counsel to review and come back in 60 days. No second, no vote.

Supervisor Landwehr asked if this could be brought back in 30 days rather than 60 days as the budget season is rapidly approaching. Lund asked Corporation Counsel Juliana Ruenzel if she could report back in 30 days and Ruenzel asked specifically what the Committee is looking for. Lund responded that they are looking for review of Process's audit and what needs to be done within the parameters of the State of Wisconsin. Ruenzel indicated that she has read the document, but she is still not exactly sure what the Committee is looking for. Lund stated that Van Noie really has dual roles and in one role he is allowed to purchase and in the other role he would have to go through the oversight committee to purchase. Ruenzel commented that purchasing is authorized by the County Board. Buckley felt that the Department of Administration and Corporation Counsel should work together on this.

Van Dyck did not feel that forwarding this back to Corporation Counsel was necessarily the answer. He understands the statutes but he felt that the question becomes not necessarily if you can do something but rather if you should. He noted that we cannot control the statutes but he felt it was ironic that certain departments have elaborate bidding processes for some things like copiers but when it comes to the Highway Department making decisions that are millions and millions of dollars they do not follow the same procedures. He felt that it might be more appropriate to refer to Committee to look over this and have a conversation to see if some of these procedures can and should be tightened up. He noted reading about executing contracts and an engineering manager managing a \$1.2 million dollar contract. He felt that when we are talking about the dollar amounts that we are talking about, that having a little bit more tightening of the rules and processes without hindering the operations does not seem too much to ask. Van Dyck continued that he felt that these issues were more procedural rather than legal and therefore he did not think that this needed to go to Corporation Counsel.

Erickson stated that they could look at this at PD & T and he felt that there were some things that he felt really should be looked at there. Process responded that one question is whether or not the state statutes allow that authorization to be designed to individuals. He does not have an issue with this if there is a benefit to it and it makes sense as long as it is documented and the statutes are followed. Moynihan indicated that that is the same reason he supports sending this to Corporation Counsel.

Motion by substitution made by Supervisor Erickson to send to Corporation Counsel and have Corporation Counsel bring recommendations back to PD & T. No second; no vote.

Buckley felt that the Executive or Department of Administration should probably work with Corporation Counsel on this and they should also work with the department itself to develop policies

and procedures. Moynihan stated that that would be separate; this referral deals only with the audit.

Fewell stated that some of this comes down to something you should do, or something you can do. Maybe you can do it legally, but is it something that should be done. He felt that this should be looked at as what should be done and that is what should be done. He used the example of the Medical Examiners' office who has a secretary signing death certificates. He noted that the Medical Examiner can deputize anyone he wants to do that, but that does not necessarily mean that that is what he should do. He felt that there are some things that just should not be done, even though they may be allowed by law.

Streckenbach stated that first and foremost he wants to state that internal audits are absolutely needed to keep the trust and the aspect of what the County government is doing and make sure that there is an appropriate process to review processes and move forward. That being said, he wanted to assure the Committee that the process being followed right now has not resulted in any material events that have caused harm to the taxpayers. In the discussions about improving the internal processes and looking at how we conduct business, we have a \$250 million dollar budget and there is somebody within the organization approving how those funds are expended. We have entrusted through ordinances, statutes and internal policies for those dollars to be expended in an appropriate manner that delivers the services the County Board has approved. Streckenbach indicated that Corporation Counsel has basically said that there are parameters that can be set within the ordinances or policies that we have as to how we conduct business and those recommendations are inside a document. His suggestion at this time would be to have the Department of Administration along with Public Works report back to PD & T on some things that we have internally recognized that has room for improvement. Streckenbach stated that the County has 30 departments and 1700 employees and there is a lot of different functionalities in County government and the main thing to keep in mind with regard to this audit is that there was not any material event that should cause alarm but there is room for improvements in the internal processes.

In response to a question by Moynihan, Ruenzel confirmed that she has read the audit and would be able to give her recommendations in 30 days. Moynihan responded that he wants to make sure that everyone is on the same page. Ruenzel stated that she is aware that some people in the Highway Department have signed documents and contracts that are not allowed to do so by law. By law, the Highway Commissioner has the authority to contract, but cannot delegate that authority to anyone else.

Landwehr thanked Process for the work he has done on the audit and stated that he felt he did a very thorough job and Moynihan agreed with this. He asked Process if he found anything that was very materially wrong, and if that would have been the case, would it have been included in the audit. Process indicated that that would have been the case and he also indicated that this is not considered a full department financial audit, it is strictly on the policies of the Highway Department. Landwehr continued that when the Executive spoke about how many employees and departments there are, that is true, however, 90% of all of that falls under the County's current purchasing policies and he felt that where there is a special situation like we have with the Highway Department, he felt that a lot of time and effort in cleaning it up was appropriate to get things right. It concerns him that highway management's overall responses in the second to last paragraph are that five of the seven findings were issues and the management of the Highway Department basically said that they were not willing to implement policies or the problem is with some other department or something like that. However, at the conclusion of the audit the Highway Department stated that at the end of the day, there were no substantive findings and it is good to

know that staff and procedures are adequate, although they could be strengthened. He felt that the Department does not wish to acknowledge any of these things. He agreed with the motion that we need Administration to be the one responsible for getting this straightened out.

Fewell stated that the Auditor is there to help us avoid big problems in proactive ways. The Auditor is looking at internal controls and looking for possible holes in the system and the Highway Department is saying that there are holes and the Committee is seeing that these holes need to be fixed. Process agreed and stated that he tried to incorporate the controls that are already in place and indicate where the strengths are. Process said it is his responsibility to record his recommendations that should be implemented and then it is up management to determine what to do with the recommendations.

Van Dyck was concerned about the information in the audit that stated in the summary that the department had spent an estimated 150 – 200 hours of staff time which cost an estimated \$8,000 - \$10,000 in meeting with the auditor, and providing and preparing documents. He had an issue with this and was looking for an explanation.

Van Noie responded to Van Dyck's concerns by saying that there were approximately four or five visits by the Auditor to the Highway Department and questions that were asked on the first visit were asked again and again on subsequent visits. Van Noie felt that the audit could have been completed based on the answers to the questions given on the first visit. Fewell noted that the same questions were probably asked a number of times because answers were not provided to Process. Van Noie disagreed with this and stated that Process did get the answers. Van Noie stated that they spent a great amount of time and resources on this audit.

Process disagreed with this and stated that a number of the answers to questions required further clarification. Process shared the time line of this audit with the Committee members. He stated that the engagement letter went out on January 29 and he first met with Van Noie on February 17 and he did not meet with staff until March. Process recalled three on site visits and then he compiled his findings and forwarded them on to Van Noie asking for response and it took almost a month to get the responses back. Process stated that he was informed that the Highway Department was busy with snow plowing in the winter and was then busy getting ready for spring and summer projects that were beginning and he allowed for some leeway on this. He noted, however, that the entire audit was spread over several months and he did agree with Van Dyck that it did take a great amount of time. He also noted that recommendations were mailed out on May 28 and he did not get any response to the report until June 30. Further, Process felt that many of the responses were more in defense of the actions of the Highway Department versus embracing the recommendations. He noted that similar recommendations were made to Purchasing and he felt that Purchasing provided more cooperation and understanding on their part. Process reiterated that he felt the controls were there but needed to be strengthened and he also commented that the people he spoke to at the Highway Department seem to be trying to do what is best for the County and it is just a matter of mitigating risks and making sure the statutes are being followed.

Fewell stated that he is in full support of Process's audit and thinks he did a very good job and we have to work together to be sure we are doing the best for the taxpayers.

Motion made by Supervisor Vander Leest, seconded by Supervisor Buckley to refer to Corporation Counsel and the Department of Administration and come back in 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY

c) Quarterly Status Update (April 1 – June 30, 2014).

**Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

18. Human Resources Report.

- a) Discussion re: Mileage reimbursement rate for sanitarians. *Motion at June Human Services: Refer to Admin and Exec Cmte; Motion at June Admin: Refer to Exec Cmte with appropriate fiscal impact numbers.***

Miller and Weininger addressed this with the Committee. Weininger provided a brief history that in August, 2011 the County Board approved an ordinance to pay 80% of the IRS rate as mileage reimbursement for employees not under contract who use their personal vehicles for in County business. In January, 2014 this issue was brought up by the sanitarians and they are seeking to be reimbursed for mileage at 100% of the IRS rate. This matter has been addressed at the Human Services Committee as well as the Administration Committee. The Human Services Committee indicated that they would like to know what the total cost would be for the County if mileage reimbursement was paid at 100% of the IRS rate. This information has been compiled and a calculation was provided to the Committee, a copy of which is attached. As shown on the handout, the cost to go from 80% of the IRS rate to 100% of the IRS rate would be \$44,887.58 based on 2013 numbers.

Miller stated that the Sheriff's Department already receives 100% of the IRS rate and therefore would not have any change. Miller also stated that Syble Hopp has two entries on the handout because one is the portion for administration that comes under the County and the other portion is for the part that comes under the school board.

Vander Leest asked what the rationale was for the County Board to reduce the mileage reimbursement from 100% of the IRS rate to 80% as he does not recall this. Moynihan stated that the reduction must have been done for budgetary reasons. Vander Leest asked what Miller and Weininger's recommendation would be and Weininger stated that they are simply fulfilling the request to provide information. Fewell asked if a change would require an ordinance change and it was indicated that it would. Vander Leest stated that he would like to have an understanding as to how this change came about and Weininger indicated that if the Committee desired to send this back, he would be able to do some more research on this matter but it could take some time. Vander Leest stated that it was always good to know the history and background of an issue before any decisions are made.

Erickson noted that the IRS rate fluctuates and is basically designed for tax purposes. He stated that he was on the road for 25 years and never ran into a company that paid 100% of the IRS rate. He has found that typically a company will reimburse at about 80% of the IRS rate and sometimes even less. The situation is when you file taxes, if you get reimbursed at 80%, you take the other 20% as a deduction on your income taxes. He did not feel this was complicated and felt that the way it is working now is fair as everyone across the board receives 80% reimbursement. He noted that only the Health Department has brought this issue up and he felt that if there were a number of employees that were concerned about this, the meeting room would be filled with employees who wished to address it. Since this is not the case Erickson does not see this as a big deal and is comfortable with the 80%.

Buckley asked what the mileage charges were for some of the departments listed on the handout. Miller responded that the charges are incurred when employees travel to conferences and things of

that nature. He noted that he could drive his large truck to Madison for a conference and pay \$80 in mileage which is still less than 80% of the IRS rate. Buckley felt that for some departments that submit charges one or two times per year, the rate should remain at 80%. Moynihan stated that if the rate is changed, it would be changed across the board for all departments.

Fewell stated that in all fairness, even though he has his own feelings, it would be a lot more expensive for the County to provide vehicles and have to pay for the gas and upkeep. One of the things that Fewell discussed with Weininger is that his company uses software that keeps track of and figures out the mileage by GPS. It is accurate and he felt could reduce the costs by 30%. He felt that using a GPS to keep track of mileage and where employees are would add transparency and accountability. He would not have a problem increasing the mileage reimbursement to 100% of the IRS rate provided some technology is used to keep track of an employee's whereabouts and actual mileage. He felt that adding GPS technology would actually reduce the amount of mileage reimbursement by a significant amount.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Dale Schmit, Brown County Health Department, addressed the Committee. He indicated that some of the points brought up by the Committee have been brought up before and are being misunderstood. For example, with regard to deducting the difference between the reimbursed rate and the full IRS rate on individual taxes, this can only be done if total mileage is over 2% of your gross income. He also stated that under Chapter 3 of the Code, travel outside of the County is to be done in a County vehicle, but if you use your personal vehicle you get reimbursed at 80% and he noted that the sanitarians only travel in the County to go their licensed facilities and the travel rate is incorporated in their license fees. With regard to Fewell's suggestion of using a GPS, Schmit noted that their time at a facility is documented under their inspection software. This software documents when they arrive and when they leave. Further, in terms of comparables, he is aware that all of the surrounding health departments pay their sanitarians the IRS rate and this has been the same for represented groups as well as unrepresented groups. Finally, he wished to mention that Chapter 3 talks about the optimal amount, but he felt that that was a typographical error and should read optional and if you choose not to use the IRS rate than you can use the formula to determine mileage.

Marty Adams, 1848 Mill Road, Greenleaf, Wisconsin. Adams stated that he brought this issue forward in January. He stated that he has been a sanitarian with the County for 20 years and for all of those years until 2011 they were reimbursed for mileage at the full IRS rate. He continued that 85% of what he does is visit business. He stated that he travels in the County all day and does not travel out of the County. He stated that policy that is on the record is for out of county travel. He travels all day, every day, with his own personal vehicle. Today he left the office and went to businesses whose fees were set four years ago by the Board for the businesses and those fees have not been cut by one penny.

Adams continued that there are 1700 employees in the County and they all have the same cost as the four sanitarians had last year. He stated that the County would be looking at an additional cost of \$725,000 if the IRS rate were paid, but as shown on the handout, the amount is \$44,000. The sanitarians have been paying a lot, lot more than everyone else and drive their vehicles a lot more than everyone else. He stated that he is losing \$400 - \$500 per year by only being paid 80% of the IRS rate. He finds it despicable that Brown County has a County Board that will pay some employees a higher amount than other employees. When you talk about equity, he finds this inequitable. He stated that this is all coming out of tax dollars and 85% of it is coming from the licenses facilities that

they oversee. He invited anyone to come along with him to see that his mileage is accurate and correct.

Every day he writes where he leaves from, where he goes to, what the address is and what he goes there from. He noted that mileage fluctuates when he leaves home to go directly to a site or when there may be detours. Buckley asked if Adams received mileage from his home to work and Adams responded that he does not. He only is paid mileage when he leaves his home to go directly to a call. When he leaves home to come into the office, those miles are his own responsibility. He did understand that the Sheriff's Department's mileage is negotiated, but he felt that it should be equal and fair. With regard to claiming the unreimbursed portion on your personal taxes, Adams stated that this is totally false. He felt that 100% of the IRS rate is budgeted for and included in the license fees and should therefore be paid to the employees.

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

With regard to the Sheriff's Department, Erickson asked how many miles were involved. Miller responded that the amount budgeted for Sheriff's Department mileage is \$4,000 - \$5,000. Erickson also stated that all employees drive to work and some drive from other counties and do not get paid mileage.

Landwehr agreed with Erickson's earlier comments and stated that he also drives for a living and has never been paid the full IRS rate. He also noted that some companies require employees to have cars that are not more than three or four years old to keep things as efficient as possible and he noted that there are additional costs associated with driving an older vehicles.

Fewell stated that the County is paying out \$179,000 to employees for mileage. You have to look at this as the glass being 80% full. He noted that he also drives for a living and does not get the full IRS rate either and he felt it would be rare for anyone to be paid the IRS rate. He felt that for employees to say that they were having money taken out of the pockets is not true, the County is actually putting money into the employees' pocket.

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to refer to staff and come back in 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

19. **An Ordinance Amending Section 2.13 of Chapter 2 of the Brown County Code Entitled "Meetings, Agendas".**

Moynihan stated that he brought this up after speaking with Supervisor Sieber following the last County Board meeting. Sieber felt the ordinance was a little vague and felt that some language could be added to tighten it up a little bit. The changes are noted in the underlined portion of the proposed ordinance contained in the agenda packet.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

20. **Such other matters as authorized by law.**

Chair Lund indicated that next month's meeting will be held at the regular time of 5:30 p.m.

21. **Adjourn.**

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to adjourn at 7:56 p.m.

Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

FEB 19.

Agenda No.:

LATE COMMUNICATION.

Motion from the Floor

I make the following motion:

REQUEST TO ESTABLISH A PERSONNEL COMMITTEE
FOR BROWN COUNTY. TO IMPROVE
EMPLOYEE COMMUNICATIONS IN BROWN COUNTY.

Signed:

Corey Campbell

District No.

21.

(Please deliver to County Clerk after motion is made for recording into minutes.)

Sta 2



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: June 18, 2014

Agenda No. : _____

Motion from the Floor

I make the following motion: That the County Board handle
all ~~resolutions~~ decisions as separate agenda items and
resolutions, ~~at Co Board meetings~~ and not through approval
of committee ~~of~~ minutes and notes.

Signed: *Ken P. [Signature]*

District No.: 19

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

13A(3)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 6-18-79

Agenda No. : _____

Motion from the Floor

I make the following motion: To Have Administration Look
Into the Problem of Empty Parking and Its Cost
and Report Back

Signed: W. A. Duff

District No.: 13

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: _____

Agenda No.: _____

Motion from the Floor

I make the following motion:

Offer capk/family benefits to county employees
with domestic partnerships in 2015 budget

Signed: _____

District No. _____

[Signature]
District 4

(Please deliver to County Clerk after motion is made for recording into minutes.)

5a (5)



DOMESTIC PARTNERSHIP DECLARATION **APPLICANTS CHECKLIST 2014**

Please check this over. Both partners are required to have the following items to apply for a domestic partnership declaration.

1. Have one or both partners physically resided in Brown County for the past 30 days and continue to live in Wisconsin?
2. Do partners have proof of residency for the past 30 days - a driver's license, checkbook, lease, etc. Is it over 30 days old?
3. Do partners have certified copies of their birth certificates? (Hospital certificates are not acceptable.)
4. Do partners have social security cards and the correct spelling of parents' first, middle, & last (maiden) names?
5. Were there previous domestic partnerships or marriages? If so, legal documents are required as proof of how it ended: Certificate of Termination of Partnership; former partner's current Marriage Certificate; a Divorce Judgment; Legal Annulment, or Death Certificate?
6. An application fee of \$115 is required to be paid at the time application is made. We are not issuing waivers of the 5 day waiting period.
7. Do both partners speak English? If not, a third party may be required to translate.

In order to speed up the domestic partner declaration application process, please have all of your documents ready to present to the clerk.

ALL FEES ARE NON-REFUNDABLE

DECLARATION OF DOMESTIC PARTNERSHIP AND TERMINATION OF DOMESTIC
PARTNERSHIP ISSUES VITAL RECORDS FAQ's
07/08/09

1. What is the process for applying for a Declaration of Domestic Partnership?

- Partners who meet the criteria apply for a declaration of domestic partnership with County Clerk, in the county where they reside. They must provide necessary documentary proof and information.
- Five days after the application is made, the County Clerk issues the Declaration to the couple. The Clerk may issue the Declaration sooner, if an additional processing fee is received.
- The Couple completes the Declaration of Domestic Partnership, signing it before a Notary, and submits the Declaration to the Register of Deeds. The Register of Deeds records the Declaration and forwards the original to the State Registrar of Vital Statistics. The domestic partnership is not effective until the Declaration is filed at the Register of Deeds Office.
- If a couple needs to show proof of the domestic partnership (to obtain benefits), they may purchase certified copies of the declaration from the Register of Deeds or from the State Vital Records Office.

2. When may people apply to register as a domestic partnership?

- The first date that partners may apply is **Monday, August 3, 2009**. This is the first business which is on or after the 31st day after the new statute went into effect, so August 3rd is the first date clerks will be able to process application. (Wis. Stat. § 770.07)
- In the meantime, the Vital Records Office, County Clerk Offices and Register of Deeds Offices are developing forms and preparing to handle questions about the registration process.
- Couples who are interested in applying may begin preparing for application by obtaining certified copies of their birth certificates and compiling any necessary documents or information.

3. Who may apply for domestic partnership?

Applicants must meet the following requirements:

- Both parties must be at least 18 years of age and must be competent (to enter into a legal contract such as a domestic partnership).
- Neither party may be married.
- Neither party can be currently in a legal domestic partnership with another party. (See the topic "What documents are needed to apply for a declaration of domestic partnership" for additional information on waiting periods between domestic partnerships.)
- The parties must share a common residence
- The parties must be of the same sex.
- The parties cannot be closer in relationship than first cousins (even if they are related by adoption or by half-blood).
(Wis. Stat. § 770.05)

3. Where do you apply for domestic partnership?

- Applicants must apply in person at the County Clerk's office in the county in which one or both of the partners have resided for the last 30 days immediately prior to application.

4. What paperwork is involved?

- See Question 5 for documents that applicants must bring to show proof of identity, residency, and eligibility to register for domestic partnership.
- Partners will complete an application form at the County Clerk's office.
- When the County Clerk issues the declaration of domestic partnership (generally after five days), the partners sign the declaration in the presence of the County Clerk or Deputy County Clerk or another notary public.
- The **partners then file the completed declaration** with the **Register of Deeds** in the county that issued the declaration. There is no time limit for filing the declaration after it has been issued. However, **the domestic partnership does not go into effect until the date the declaration is accepted and filed at the Register of Deeds Office.**
- The partners can purchase certified copies of the declaration at the Register of Deeds Office to use as proof of the domestic partnership. Copies may also be purchased at the State Vital Records Office.

4. How much does it cost?

- The fee for applying for a declaration of domestic partnership is set by each county board. By law, it is the same fee that the county charges for issuing a license to marry. (See PDF County Domestic Partnership Documents Fee list).
- There is usually an extra charge (up to \$10.00) for waiving the 5-day waiting period (waivers are granted at the discretion of the County Clerk).
- There is no charge for filing the completed declaration with the Register of Deeds Office.
- There is a fee for obtaining copies of the declaration. Certified copies of the declaration can be purchased from the Register of Deeds or from the State Vital Records Office. The fee is \$20.00 for the first copy and \$3.00 for each additional copy of the same declaration (ordered at the same time).

NOTE: Under vital records law, it is illegal for anyone besides the Register of Deeds or the State Vital Records Office to make copies of the Declaration of Domestic Partnership document, including the partners themselves.

5. What documents are needed to apply for the declaration of domestic partnership (to establish the domestic partnership)?

Each applicant must bring in the following documents:

- **Certified copy of birth certificates.** In rare instances, if it would be impossible for an applicant to obtain a certified copy of his or her birth certificate, the County Clerk has the discretion to accept another form of identification (example: foreign passport or immigration document). **NOTE:** Applicants should apply for a copy of birth certificates far in advance of the date of application for the domestic partnership. Failure to apply in time for a copy of the birth certificate is not a sufficient reason for the County Clerk to waive this requirement.

NOTE: (Applicants cannot use a photocopy of a certified copy of a birth certificate or a hospital souvenir birth record. Neither of these is legally acceptable as a substitute for a true certified copy of a birth certificate.)

- **Current (non-expired) Photo Identification.**

- **Proof of residency.** If the photo ID does not contain the current address, the applicant can bring in a dated utility bill or government correspondence if it is addressed to the applicant (by name) with the applicant's street address (mail sent to a post office box doesn't fulfill this requirement).
- **Proof of how last domestic partnership or marriage ended.** If an applicant was in a prior legal domestic partnership in Wisconsin (filed under the provisions of the 2009 Domestic Partnership Law, Wis. Stat. chapter 770) or if an applicant was previously married, the applicant must supply documentary evidence of how the last legal domestic partnership or marriage ended.
- **Also, each applicant must provide his or social security number** (if the applicant has a social security number).

6. Is there a waiting period between a divorce or termination of a domestic partnership and declaration of a domestic partnership?

- There is a 90-day waiting period between the termination of one domestic partnership and application for another domestic partnership.
- There is no waiting period between the death of a domestic partner and application for a declaration of domestic partnership.
- There is no waiting period between a divorce or annulment from a former spouse and application for a declaration of domestic partnership.
- There is no waiting period if the domestic partnership ended because of the subsequent marriage of one of the domestic partners.

7. How do you terminate a domestic partnership?

- Partners who want to terminate their Wisconsin domestic partnership must file a notice of termination of the domestic partnership in the same County Clerk office that issued the declaration of domestic partnership. This is true even if the partners no longer reside in that county.
- Both parties may sign the notice of termination and submit it to the County Clerk.
- If only one party signs the notice of termination, that partner needs to complete an affidavit that affirms that he or she either served the other partner with a summons or that he or she published an official public notice in the area where the partner was last known to be living.
- Upon receipt of the completed notice of termination (and affidavit, if required), and the appropriate fee, the County Clerk issues an "Original Certificate of Termination of Domestic Partnership to the party filing the notice. Although there is no 5-day waiting period for the County Clerk to issue the certificate of termination, the County Clerk may set a reasonable time frame for issuing the certificate of termination after the notification is filed..."
- The domestic partner who files the notice of termination is responsible for completing the certificate of termination and filing it with the Register of Deeds office in the same county that issued the certificate of termination.

8. When does the termination become effective?

- There is no time limit for filing the certificate of termination with the Register of Deeds Office.
- The termination of the domestic partnership does not go into effect until 90 days after the date the certificate of termination is accepted for filing in the Register of Deeds Office.

9. What if one of the partners chooses to get married?

- If one of the partners marries during the domestic partnership, the domestic partnership is terminated immediately (as of the date of the marriage).

10. Is there a fee for terminating a domestic partnership?

- The same fees apply for the termination of domestic partnership process (the fee for issuance of the certificate of termination is the same as the county fee for issuing a marriage license or a declaration of domestic partnership on the date the party files the notice of termination of the domestic partnership).

11. How does a party get certified copies of the certificate of termination?

- Certified copies of the certificate of termination can be purchased from the Register of Deeds or from the State Vital Records Office (the same copy fees apply: \$20.00 for the first copy and \$3.00 for each additional copy of the same certificate of termination ordered at the same time).

NOTE: Under vital records law, it is illegal for anyone besides the Register of Deeds or the State Vital Records Office to make copies of the Original Certificate of Termination of a Domestic Partnership document, including the partners themselves.

12. If a couple is already registered as domestic partners (in another state or a local domestic partner registry in Wisconsin) or are married to each other (in another state) are they automatically transferred to the State's Domestic Partner Registry?

- No. Domestic partnership registrations from cities or counties will **not** be automatically transferred to the State Domestic Partner Registry within the Vital Records System. Likewise, partnerships registered in other states will not automatically be added to the Wisconsin Registry.
- Couples who want to register under the new Statewide Domestic Partnership program must follow the same process as described in question 1, above. The applicants should **not** list the prior local partnership registration when answering the question "Number of this domestic partnership."
- If the applicant is currently a party to a legal domestic partnership with a different partner in another state, the applicant should review the laws of that state before entering into another domestic partnership in Wisconsin.
- If the applicant is currently registered in a "local" (city or county) domestic partnership registry with one partner, the applicant should seek legal advice before entering into a State-recognized domestic partnership with a different partner.
- Partners who married each other in another state can apply for domestic partnership status in Wisconsin. The partners should not declare their marital status as "legally married" at the time of application, because only unmarried persons may register a domestic partnership.

13. Who is developing the application and registration forms for the domestic partnership program?

- The State Vital Records Office, within the Department of Health Services, Division of Public Health is developing the forms for distribution so that they will be available at the County Clerk's office when the law takes effect.
- Domestic partnership and termination of domestic partnership documents (Declaration of Domestic Partnership and Original Certificate of Termination of a Domestic Partnership) are classified as vital records in the new law.

14. What rights does a domestic partner have to obtain vital records related to his or her domestic partner?

- Parties will have familial rights to obtain copies of their current domestic partners' vital records in the following cases:
 - Birth record of domestic partner
 - Death record of domestic partner
 - Prior marriage/divorce record of domestic partner
- To obtain certified copies of other types of records (example: birth records of a domestic partner's children), the domestic partner would require additional proof of direct and tangible interest in the record.

Domestic Partner Fact Sheet:

Government entities within Wisconsin that offer Domestic Partner benefits include:

- State of Wisconsin
- Dane County
- Milwaukee County
- Rock County
- Outagamie County
- Kenosha County
- La Crosse County
- City of Madison
- City of Appleton
- City of La Pointe
- City of Stevens Point
- City of Milwaukee
- City of Middleton
- City of Verona
- City of Racine
- City of Eau Claire
- City of Janesville
- City of Kenosha
- City of Beloit
- Appleton School District
- De Pere School District
- Oshkosh School District

Businesses which offer Domestic Partnerships include (67% of all Fortune 500 companies):

- American Family, AIG
- Aurora Health Care, Humana
- Kimberly-Clark
- McDonalds and YUM Brands
- Gannett Company, Inc.(e.g. Green Bay Press Gazette)
- Walmart, Target
- Time Warner Cable
- Fed Ex/Kinkos
- Home Depot
- Hyatt, Marriott
- Starbucks
- US Cellular, Verizon
- Walgreens
- SC Johnson
- MillerCoors
- US Bank

Polling: Percentage of Wisconsin Voters who approve of Domestic Partner Benefits

Research by Wendy Scattergood, Ph.D. of St. Norbert College

2009: 60% approve

2014: 77% approve

Impacts on Budget:

- In Outagamie County, three employees applied for benefits, resulting in less than 1% increase in benefits expenditures
- In Milwaukee County, 30 employees (less than 1% of total employee pool) applied for benefits, approximately a 0.3% increase in budget
- Within the City of Racine, the number of employees applying for domestic partner benefits fell within the normal changes in family status for the entire employee base
- American Family Insurance reported less than a one percent increase in healthcare costs since they began offering domestic partner benefits

Sources Include:

Scattergood (2006, 2014) – www.snc.edu, www.wpr.org

Fair Wisconsin Education Fund (fairwisconsineducationfund.com)

August 20, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

**RESOLUTION OFFERING HEALTHCARE BENEFITS TO REGISTERED
DOMESTIC PARTNERS EMPLOYED BY BROWN COUNTY**

Ladies and Gentlemen:

WHEREAS, in 2006, the citizens of the State of Wisconsin voted to alter the State Constitution to prevent same-sex marriage; and

WHEREAS, in 2009, the State of Wisconsin established a domestic partner registry to offer a civil union for same sex couples who were not eligible to marry; and

WHEREAS, since that time, the Brown County Register of Deed's office has been responsible for the collection and maintenance of this registry for Brown County; and

WHEREAS, the County self-provides healthcare benefits to its 1500+ employees; and

WHEREAS, within our State, employees of the State of Wisconsin, as well as a number of counties, cities, and businesses offer healthcare options to the domestic partners of employees which has resulted in a negligible impact on their fiscal budgeting; and

WHEREAS, the County strives to create an open, diverse, positive working environment for all of our employees, and always works to "provide equal employment opportunities for all individuals on the basis of the skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status..." and

WHEREAS, a vast majority of the citizenry, particularly amongst our valued younger constituents, believe that healthcare and other benefits should be extended to domestic partnerships.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors, beginning with the 2015 budget, will extend the same healthcare and other benefits that are offered to married employees to employees that have a registered domestic partner in Brown County.

BE IT FURTHER BE RESOLVED that, in the event that a law allowing for fully legal same-sex marriage is passed in the state of Wisconsin, this policy will be sunsetted, with continuing benefits remaining to those with domestic partnerships who applied under this current policy while offering the benefits to any legally married employee.

Respectfully submitted,

EXECUTIVE COMMITTEE

Fiscal Note: This resolution does require an appropriation from the General Fund. The amount is indeterminate.

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

August 11, 2014

Departments for position approval process at August 11, 2014 Executive Committee:

Airport – Maintenance Mechanic

Vacated 7/16/14

Human Services – Economic Support Specialist (x2)

Vacated 7/3/14; 7/18/14

Human Services – EMR Coordinator

Vacated 8/2/14

Human Services – Shelter Care Unit Supervisor

Vacated 8/8/14

Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) (x2)

Vacated 7/11/14; 7/15/14

Public Works – Clerk/Typist II

Vacated 7/18/14

Public Works (Highway) – Highway Crew

Vacated 7/15/14

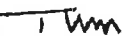
Austin Straubel International Airport



Green Bay

July 16, 2014

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Thomas W. Miller 
Airport Director

SUBJECT: Request to Fill – Maintenance Mechanic

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description is currently being reviewed as part of the class and compensation study and we are confident there will not be substantive changes.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position is critical to maintaining safe and timely operations of commercial aircraft. Snow removal during winter operations and pavement repair and airfield maintenance during the summer are critical to the safe operation of the airport. Without this staff member we will be short staffed to perform our mandatory duties under FAR Part 139.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Ensuring snow is removed from airfield, equipment is in proper repair, grass is properly maintained to minimize potential wildlife habitat, etc.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We have modified the hours of work for this position to include evening hours to extend the work day and assist in decreasing overtime costs.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Increased overtime costs and aircraft safety concerns.

Budget Impact Calculation

Department: Airport
Position: Maintenance Mechanic

Partial Budget Impact:

19 Weeks

Salary	\$ 16,550.83
Fringe Benefits	<u>\$ 8,383.38</u>
	\$ 24,934.21

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 45,297.00
Fringe Benefits	<u>\$ 22,944.00</u>
	\$ 68,241.00

Note: this position is in the 2014 budget

Position vacated: 7/16/2014

Budgeted hourly wage rate: \$21.78

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with this position vacant:	7
Percent of this position staffed:	88%

Analyst Recommendation: This position is necessary for airport maintenance needs to ensure operational needs are met. I recommend approval of this position. Todd VanDen Heuvel, HR Analyst

Contact Tom Miller 492-4922

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

July 14, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Department
Chad Weininger, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist (x 2)

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
 - o The current caseload averages between 880-1000+ cases per worker.
 - o Brown County Caseload Comparison:
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
 - Nov. 2013 – total caseload = 24,019; Foodshare **monthly** issuance = \$3.1 million
 - June 2014 – total caseload = 25,237; Foodshare **monthly** issuance = \$3.2 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

Budget Impact Calculation

Department: Human Services
Position: Economic Support Specialist
(2 positions)

Partial Budget Impact: 19 Weeks

Salary	\$ 22,942.50
Fringe Benefits	<u>\$ 15,211.69</u>
	\$ 38,154.19

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 62,790.00
Fringe Benefits	<u>\$ 41,632.00</u>
	\$ 104,422.00

Note: this position is in the 2014 budget

Position vacated: 7/3/2014 and 7/18/2014

Budgeted hourly wage rate: \$16.10

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	45
Percent of this position staffed:	90%

Analyst Recommendation: These positions are responsible for ensuring eligibility for low income families for the foodshare, child care, and healthcare and energy assistance programs with a total caseload of over 25,000. I recommend approval of this position. Todd VanDen Heuvel, HR Analyst

Contact: Jeremy Kral 448-6005

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Outpatient Clinical Services Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391-6940

8-5-2014

TO: Troy Streckenbach, County Executive
Brent Miller, Director of Human Resources
Chad Weininger, Director of Administration

FROM: Roberta Morschauser
Administrator – Community Treatment Center

SUBJECT: EMR Coordinator

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Current
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, the duties of this position are directly related to the day-to-day functioning of the EMR systems, which house much of our patient record.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Job performance is measured by the output of forms and processes that the staff member is able to put into an electronic format and help streamline. It is also measured by the quickness of issue resolution when issues arise.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
By updating the job description and allowing the ability to fill this position with someone who is familiar with all aspects of Avatar, this will eliminate work on the part of department employees who are currently having to devote time to the EMR Optimization Project and will streamline updates to the EMR systems on an ongoing basis.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
This is a budgeted position which was vacated.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Any delay in filling this position will result in a delay in streamlining and updating EMR processes, leading to the Community Treatment Center staying with part of their documentation on paper, which causes staff to spend time documenting instead of providing patient care. There will also be no (or little) support for updating the EMR systems to assist with the streamlining and improvement of processes. This will also lead to delays in issue resolution with the EMR systems, leading to unnecessary staff downtime and delays in documentation.

Budget Impact Calculation

Department: Human Services
Position: EMR Coordinator

Partial Budget Impact:

19 Weeks

Salary \$ 23,096.33

Fringe Benefits \$ 9,384.90

\$ 32,481.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 63,211.00

Fringe Benefits \$ 25,685.00

\$ 88,896.00

Note: this position is in the 2014 budget

Position vacated: 8/2/2014

Budgeted hourly wage rate: \$30.39

Total Number of FTEs Budget for this position title in budget:

1

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

1

Number of FTEs filled with these positions vacant:

0

Percent of this position staffed:

0%

Analyst Recommendation: This position is essential on the continued functioning of the EMR (Electronic Medical Records) systems at the Community Treatment Center and the continuous process improvements and optimization being undertaken. I recommend approval. Todd VanDen Heuvel, HR Analyst

Contact

Jeremy Kral

448-6005

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

7-22-14

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager
Chad Weininger, Director of Administration

FROM: Nancy Fennema, Director of Community Programs
Human Services

SUBJECT: Request to Fill – Shelter Care Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

It is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. This position is required for state licensing of the facility and is 1 of 2 on-site supervisors for the 24/7 operation.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Responsible for day to day management of Shelter Care serving up to 20 youth male and female ages 10-17 placed there by the Juvenile Court.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are no opportunities in this case to consolidate, eliminate or outsource these job responsibilities.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Shelter Care must have an on-site unit supervisor for compliance with state licensing requirements. Failure or delay in filling the position could result in loss of license or other liabilities.

Budget Impact Calculation

Department: Human Services
Position: Shelter Care Supervisor

Partial Budget Impact: 19 Weeks

Salary	\$ 21,500.33
Fringe Benefits	<u>\$ 9,141.19</u>
	\$ 30,641.52

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 58,843.00
Fringe Benefits	<u>\$ 25,018.00</u>
	\$ 83,861.00

Note: this position is in the 2014 budget

Position vacated: 8/8/2014

Budgeted hourly wage rate: \$28.29

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is required by State Licensure for the Shelter facility and is one of two onsite supervisors for the 24/7 operation. I recommend approval. Todd VanDen Heuvel, HR Analyst

Contact: Jeremy Kral 448-6005

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

July 1, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager
Chad Weininger, Director of Administration

FROM: Jeremy Kral, Human Services Director
Human Services

SUBJECT: Request to Fill – Social Worker/Case Manager – Child Protection Intake/Ongoing (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties and that required performance will continue to be a struggle if Brown County remains at current staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is necessary to meet the high volume of child abuse and neglect reports.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There is enough money in the current budget to fill this position.



Turning
Brown

Green

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.

Budget Impact Calculation

Department: Human Services
Position: Social Worker/Case Manager - CPI Intake/Ongoing
(2 positions)

Partial Budget Impact: 19 Weeks

Salary	\$ 29,155.50
Fringe Benefits	<u>\$ 16,162.79</u>
	\$ 45,318.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 79,794.00
Fringe Benefits	<u>\$ 44,235.00</u>
	\$ 124,029.00

Note: this position is in the 2014 budget

Position vacated: 7/15/2014

Budgeted hourly wage rate: \$20.46

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with these positions vacant:	6
Percent of this position staffed:	75%

Analyst Recommendation: These position provide a mandated service by state law that requires the county to appropriately respond when necessary for child safety. This position is responsible for conducting initial child assessments, attending court, family interactions, and providing service delivery. I recommend approval. Todd VanDen Heuvel, HR Analyst

Contact: Jeremy Kral 448-6005

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: July 7, 2014

TO: Troy Streckenbach, County Executive
Chad Weininger, County Administration Director
Brent Miller, County Human Resources Manager

FROM: Brandy Younger, Business Manager
Public Works Department

SUBJECT: Request to Fill – Clerk Typist II Position, as stated in the Table of Organization

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***
Yes, it is current.
2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***
Yes, this position is vital to the Public Works Department operations as it is responsible for handling incoming customer calls and 2-way radio communications with employees working in the field, in addition to providing clerical support for the Department.
3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***
In addition to the duties noted in #2 above, the Clerk Typist II position will process all incoming/outgoing mail, carry out filing, type plans & specifications, letters and bid documents; in addition to providing support for data entry for computer systems such as Chems, LOGOS, etc.
4. ***Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.***
A 70% Clerk Typist I position for the Department was eliminated in the 2014 budget and this position has taken some of those duties.
5. ***Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?***
Yes, there are budgeted funds to cover the cost of filling this vacant Clerk Typist II position.
6. ***What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?***
Delays in filling this position will only continue to backlog the work of other individuals in the Department as the duties of the Clerk Typist II are essential to Department operations.

Budget Impact Calculation

Department: Public Works
Position: Clerk Typist II

Partial Budget Impact: 19 Weeks

Salary	\$ 11,985.35
Fringe Benefits	<u>\$ 7,684.77</u>
	\$ 19,670.12

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 32,802.00
Fringe Benefits	<u>\$ 21,032.00</u>
	\$ 53,834.00

Note: this position is in the 2014 budget

Position vacated: 7/18/2014

Budgeted hourly wage rate: \$15.77

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vital to the Department's operations as it is responsible for handling incoming customer calls and 2 way radion communications with employees working in the field and the sheriff's department in addition to handling clerical support for the department.. I recommend approval.
Todd VanDen Heuvel, HR Analyst

Contact Brandy Younger 662-2163

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current positions should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Highway
Position: Highway Crew

Partial Budget Impact:

19 Weeks

Salary	\$ 16,879.67
Fringe Benefits	<u>\$ 8,433.44</u>
	\$ 25,313.12

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 46,197.00
Fringe Benefits	<u>\$ 23,081.00</u>
	\$ 69,278.00

Note: this position is in the 2014 budget

Position vacated: 7/15/2013

Budgeted hourly wage rate: \$22.21

Total Number of FTEs Budget for this position title in budget:	65
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	65
Number of FTEs filled with this position vacant:	64
Percent of this position staffed:	98%

Analyst Recommendation: This position is responsible for ensuring emergency highway and bridge maintenance work on state and county highways on a year-round basis as well as construction from april through october. I recommend approval. Todd VanDen Heuvel, HR Analyst

Contact Brandy Younger 662-2163

Note: This is a **RFP** 'Draft ONLY Version' of the
Project for Review and Approval.
Project may or may not be published.

Request for Proposal (RFP)

For

**Brown County
FINANCIAL ADVISORY SERVICES
Project # 1873**



***Posting Date:* August 25, 2014**

***Response Deadline:* September 18, 2014 3:00 PM Local Time
CST**

To:

Brown County Purchasing Department

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RFP PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor". All contractors are responsible for any addendums issued for this project. No notification will be sent when addendums are published to the Brown County website.

2. Description of Organization

Brown County is in Northeast Wisconsin. The County is managed by a County Executive with oversight by a 26-member elected County Board. From its members, the Board elects a Chair and a Vice-Chair as officers of the County Board. There are six standing committees: Executive; Administration; Public Safety; Human Services; Education and Recreation; and Planning, Development and Transportation. Several subcommittees exist within each of the standing committees. Through the Internal Audit function, the County Board provides financial and program evaluations to assure cost-effective and efficient use of available resources. Brown County's current Investment Policy, Investment portfolios, and Associated and Dana Investment Portfolios are attached for your review in Attachment I.

The County has over 253,000 residents, the 4th largest county in Wisconsin with an annual budget of over \$250 million. Additional information is available on the county's website (<http://www.co.brown.wi.us>.) The Executive Committee has approved delegation of the authority to hire a financial advisor to the Administration Department through a Request for Proposal process using a cross-functional scoring team to determine contract award.

3. Contract Term

Initial term of contract will be for three (3) years with the option of two (2) additional two (2) year renewals, subject to the annual review and recommendation of the standing committee, the satisfactory negotiation of terms (including a price acceptable to both Brown County and the selected firm), the concurrence of the Brown County Board of Supervisors and the annual availability of an appropriation.

4. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Administration & Executive Committee	July 24 & August 11, 2014	
County Board Approval to Post RFP	August 20, 2014	
RFP Published	August 25, 2014	
RFP Questions Due	September 8, 2014	10:00 AM
RFP Questions & Answers Published	September 10, 2014	3:00 PM
RFP Responses Due from Vendors	September 18, 2014	3:00 PM
Preliminary RFP Review to address potential budget issues	September 19, 2014	8:00 AM
Selection Team Kickoff Meeting	September 19, 2014	
Preliminary Scoring Meeting	September 26, 2014	
Interview / Reference Checks, if Required	Week of Sept 29, 2014	
Consensus Scoring Meeting	October 3, 2014	
Send out Thank You & Intent to Award Letters	October 3, 2014	
Contract Negotiations / Obtain Signatures	Week of Oct 6, 2014	
Complete Contract Signing	October 10, 2014	
Service Commences	November 1, 2014	

5. **RFP Questions Due: September 8, 2014 at 3:00 PM**

Questions-All questions related to this RFP must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 1873"

6. **RFP Questions & Answers Posted Date: September 10, 2014 at 3:00 PM**

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

7. **RFP Due Date & Delivery Address Details: September 18, 2014 at 3:00 PM**

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals electronically, hand deliver or by mail via DHL, Fed X , UPS, USPS, etc as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with perspective project #.
- Include 2 separate electronic files:
 - One file named proposal to include proposal excluding any pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
 - Bc_Administration_Purchasing@co.brown.wi.us
 - A courtesy email response will be generated after receipt of all proposals.

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project # on the outside of the sealed envelope in the lower left hand corner.
- Be in 2 separate Sealed envelopes as follows:
 - One envelope to include proposal excluding pricing details.
 - The other envelope labeled 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Along with the proposal include a CD or flash drive copy to include 2 files as follows:
 - One file named proposal to include proposal excluding pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due and received at the following address:

**Delivery Address for DHL, Fed X, Hand
Delivery, Mail, UPS, USPS, etc.**

**Brown County Purchasing Department
Project 1873
305 E. Walnut St. 5th Floor
Green Bay, WI 54301**

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

8. **RFP Scope of Services**

Potential vendors are expected to perform the following service in order to submit a proposal and to be awarded a contract. Please provide specific procedures and explanations to each requirement in your proposals.

Brown County Wisconsin is soliciting proposals from investment advisory firms for portfolio management services for approximately \$20 million in assets (non-pension funds). The contract will be for a period of three (3) years with service to begin November 1, 2014 (approximate) and extend through October 31, 2017, with an option for two (2) separate two (2) years renewals. At the time of renewal Brown County may elect to have the investment advisory firm manage additional funds in its portfolio.

Specific services, although not all-inclusive, are to be performed as follows:

- Assist Brown County with operating cash flow management/security maturity analysis
- Provide credit analysis of investment instruments in portfolio
- Provide monthly/quarterly/annually reporting on all government entity funds
- Provide annual reports to Brown County elected officials
- Meet with Brown County staff (as necessary) to facilitate sound cash flow and investment portfolio management
- Evaluate market risk and develop strategies that minimize the impact on the portfolio
- Provide assurance of portfolio compliance with applicable policies and laws
- Establish an appropriate performance benchmark
- Review investment policy – recommend appropriate amendments
- Ensure portfolio structure matches government entity's objectives

Investment practices and procedures must comply with state law and Brown County's written investment policy. The investment advisory firm will be expected to perform to the Prudent Expert Standard.

Under this contract the Brown County objectives are:

- Improve cash flow management information and understanding.
- Realign funds into longer term/higher return securities based on cash flow management.
- Maximize incremental income from its portfolio, while maintaining reasonable safety and liquidity to support cash flow needs.
- Provide for Brown County involvement in investment decisions.

9. **RFP Format & Proposal Requirements**

Any deviation from these requirements may result in the proposal being considered non-responsive, thus eliminating the vendor from consideration. The proposal shall include the following attachments:

- **RFP SCOPE OF WORK & PROPOSAL REQUIREMENTS** - Provide specific procedures and explanations to each requirement in your proposals.
- **RFP COST SHEET (Attachment B)** - Provide attachment listing your rates with your proposal in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment C)** – Provide attachment with three (3) to five (5) references with your proposal.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment D)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.

- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment E)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your proposal.

In addition to the above requirements format your responses to each question in Sections A through G below in the order given to facilitate comparisons between respondents.

A. Firm Background and Organization

1. Describe the organization, date founded, and ownership of your firm. Has your firm experienced a material change in organizational structure, ownership or management during the past three years and, if so, please describe.
2. Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers). Describe your firm's policy on soft dollars.
3. Describe the firm's source of revenue, categorized by retail and institutional accounts.
4. Is your firm a registered investment advisor under the Investment Advisor's Act of 1940, as amended?
5. Describe any SEC, NASD, or regulatory censure or litigation involving your firm or its employees within the past three years.
6. Did you, or will you, pay a finder's fee to any third party for business related to this account? Specify the recipients of any fee.
7. Outline the errors and omissions (professional liability) and fidelity bond coverage your firm carries. Provide a valid, current Certificate of Insurance.
8. Identify the types of accounts primarily sought by your firm.

B. Experience

1. Describe your firm's experience in managing fixed income portfolios for public funds and governmental entities.
2. What is your firm's experience in developing policies and portfolio management guidelines for governmental portfolios?
3. Does your firm act as a broker or as a primary dealer in securities or receive any other form of additional compensation (including soft dollars) for the client transactions aside from the direct fee paid by clients?
4. Provide the number and types of accounts, total asset value, and composition of portfolios currently being managed by your firm.

C. Personnel

1. Identify and provide background information on the key person or personnel who take the most active role(s) in the administration and management of the firm.
2. Identify the investment professionals (portfolio managers, analysts, and researchers) employed by your firm, by classification, and specify the average number of accounts handled by portfolio managers. Are there any established limits on accounts or assets under management?
3. Provide resumes and biographical information on key investment professional that will be directly involved in the decision-making process for the portfolio. Include the number of years at your firm, total years of experience, and professional licenses and designations. Include the number of accounts managed and any limits on this.
4. Describe your firm's training and education efforts to keep portfolio managers informed of developments relevant to government investment managers.
5. Has there been any turnover of professional staff in the firm in the last three years assigned to public sector clients?

D. Assets Under Management

1. Summarize your institutional investment assets under management by category as shown below for your latest reporting period.

	Governmental	Non- Governmental
Operating/Bond Funds	\$	\$

Pension Funds	\$	\$
Foundations	\$	\$
Equity Funds	\$	\$
TOTAL	\$	\$

- Summarize your assets under management (institutional only) over the past five years and average assets per client.
- Provide relevant performance statistics on a comparable portfolio and compare with industry averages or benchmarks for the last one, three, five, ten year periods and/or since inception. Note whether these performance statistics are reported based on GIPS (Global Investment Performance Standards) formerly known as AIMR (Association for Investment Management and Research).
- List five comparable or most representative governmental clients. Identify the nature of the funds and provide a contact name and number for each.
- How many accounts have you gained in the last 12 months? How many accounts have been lost in the last 12 months and why?

E. Investment Management Approach and Discipline

- Briefly describe your firm's investment management philosophy, including your approach to managing governmental portfolios.
- Briefly describe your firm's approach to assisting government entities with cash flow management to ensure portfolio liquidity is appropriate?
- How frequently do you formulate and review fixed income strategy? How is that carried out and who is involved?
- What are the primary strategies for adding value to portfolios (e.g., market timing, credit research, trading)?
- How are portfolios managed (e.g., by team, individual manager)? What is the back-up when the manager is away?
- What oversight is provided to portfolio managers?
- Describe your firm's in-house technical and research capabilities. Are outside sources used by the firm on a regular basis? Describe your credit review process. Does your firm assign credit research to specialists?
- What percentage of your research is conducted in-house? Describe your research capability.
- What technical analysis (if any) do you use?
- What role does interest-rate forecasting play in your portfolio management strategy?
- How will you handle fluctuating cash flows and the cash flow forecasting process?
- Describe the ongoing daily investment procedures proposed for Brown County, including procedures for trades, security choice, controls, etc., and how you will provide liquidity.
- How frequently would you suggest your staff meet with the Brown County staff or elected officials? Who will attend these meetings?

F. Reporting

- Describe the investment accounting and reporting system used by your firm.
- Describe the frequency and format of reports that you would provide to the Brown County staff. Attach a sample.
- What performance benchmarks would you suggest for this portfolio? Provide recommendations regarding performance benchmarks for a portfolio similar to Brown County's. What experience has the firm had in developing benchmarks for public operating portfolios?

G. Additional Information

- Briefly describe any additional feature, attributes, or conditions which Brown County should consider in selecting your firm. Describe any other services your firm can provide.
- Provide a copy of your firm's most recent ADV Part II as on file with the SEC.
- Provide any contract language your firm requests or requires to be included in a contract for this service.
- Describe firm's business continuity plan, how often it is updated, and what assistance would be available to Brown County.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. Other

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All work shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances and Standards.
3. **Rejection of Proposals:** Brown County reserves the right to accept or reject any or all proposal and to waive any informality in proposal.

13. RFP Attachments

- A. RFP Scoring
- B. RFP Cost Sheet
- C. RFP Reference Data Sheet
- D. RFP Designation of Confidential & Proprietary Information
- E. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Firm and the County.
- F. RFP Appeals
- G. Contract Insurance Requirements
- H. **Professional Contract for Service TEMPLATE:** Firms submitting proposals must review the Professional Contract for Service document. Sections that may be of concern must be identified and an explanation for the objection must be provided with proposal submission. If no objections are raised it shall be expected that the firm agrees to the terms and conditions as stated.
- I.

ATTACHMENT A: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this RFP will be evaluated according to the following:

1. Proposal Evaluation Process

The following steps will be observed in the evaluation of vendor proposals:

- Brown County will establish a proposal scoring team.
- The proposals will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements will result in the proposal being eliminated from consideration.
- The proposal scoring team will review all proposals received and score the proposals in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Proposal Scoring Methodology

The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor proposals. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Responsiveness of Proposals	5
2. Firm background and organization, experience & personnel (# 8, A-C)	20
3. Assets Under Management (# 8, D)	10
4. Investment Management Approach & Discipline (# 8, E)	25
5. Reporting (# 8, F)	10
6. Pricing (Attachment C) *	20
7. References (Attachment D) (Interviews / Presentations)	10
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in proposal scoring are described below:

1. **Responsiveness of Proposals** - Proposals will be evaluated on how well they addressed the County's objectives.
2. **Firm background and organization, experience & personnel** – Proposals will be evaluated on History of firm, firm's experience and qualifications of personnel assigned to account. Reference check of three recent references of similar accounts to Brown County.
3. **Assets Under Management** – Proposals will be evaluated on the Evaluation of total assets under management, how similar accounts are to Brown County's, total value of government assets under management and evaluation of performance statistics.
4. **Investment Management Approach & Discipline** – Proposals will be evaluated based Review of firm's investment management philosophy and approach to managing government portfolios, cash flow management, investment procedures, etc.
5. **Reporting** – Proposals will be evaluated based on Review of firm's investment accounting and reporting system used, review of sample report, performance benchmarks, etc.
6. **Pricing** – Proposals are scored using a formula with the lowest price or highest revenue submission is given the highest score.
7. **References** – Proposals will be evaluated based on information obtained from the references provided. Interviews and/or presentations maybe required based on the selection teams recommendation.

**All pricing is to be inclusive of all costs including travel and meals.*

Would there be any additional expenses not covered through the fee structure above? Yes / No (Circle one)

If Yes, please explain below so that Brown county knows the total cost to implement your investment advisory services:

COOPERATIVE PURCHASING: Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in this option allows vendors opportunities for additional sales and municipalities to expedite purchases without additional bidding. Please be aware that your participation is voluntary. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

☐ Upon a mutually approved contract, I Agree to make the products or services of this quote/proposal available to other public entities as defined above and as priced, for the period specified within this solicitation.

ATTACHMENT C: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you are currently providing services of similar scope with at least one in the public sector.

You must verify that contact person listed is accurate and still employed with the company.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT D: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT E: RFP ADDENDUM(S) ACKNOWLEDGEMENT*(If Addendums exist for this project, please sign and date and send with your bid)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:

Company Name:
Printed Name:
Signature:
Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT F: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:	Brown County Internal Auditor 305 E. Walnut St. Rm 102 Green Bay, WI 54301
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ATTACHMENT G: CONTRACT INSURANCE REQUIREMENTS

*(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract.
There is no need to sign or mail it back.)*

1. Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

2. Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form)

Products and Completed Operations

Personal Injury and Advertising Liability

Independent Contractors / Protective

Limits of Insurance

\$1,000,000 per occurrence

\$1,000,000 aggregate

Business Automobile Liability : Covering all owned, hired, and non-owned vehicles

Limits of Insurance

\$1,000,000 per occurrence for bodily injury and property damage

Excess / Umbrella Liability

Limits of Insurance

\$1,000,000 per occurrence

Worker's Compensation Insurance and Employers Liability

State Statutory Workers' Compensation Limits

Employer Liability

\$100,000 each accident

3. Additional Insured

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. Adjustment to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

6. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration
305 E Walnut Street
Green Bay, WI 54305-23600

7. **Questions**

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR AUGUST 11, 2014 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Michael, Best & Friedrich	1298654	7/10/2014	\$ 361.61	Fox River Cleanup - Insurance
Conway, Olejniczak & Jerry, S.C.	671409-018M - 2	5/31/2014	\$ 294.00	Shining Stars Pre-School & Childcare Center, LLC
	671310-033M - 14	6/30/2014	\$ 431.00	Revolving Loan Fund Committee vs. Raven Mfg., LLC & Lynn A. Hesson
	671409-021M - 1	5/31/2014	\$ 468.00	Fusion Integrated Solutions, LLC
DAVIS & KUELTHAU	379650	6/27/2014	\$ 225.00	General Labor
ATTY. GARY WICKERT	12W27 - 7-28-14	7/28/2014	\$ 7,392.00	Airport - General Matters
PHILLIPS BOROWSKI, S.C.	5906	7/29/2014	\$ 87.50	Review & revise FLSA memo
TOTAL			\$ 9,259.11	

Invoice submitted to:
 Brown County
 305 E. Walnut St.
 Room 120
 Green Bay, WI 54301

July 29, 2014
 Invoice # 5906

In Reference To: Brown County

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
6/10/2014 ATP Review and revise FLSA memorandum; email to Mr. Miller regarding same.	0.50 175.00/hr	87.50
For professional services rendered	0.50	\$87.50

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Andrew T. Phillips	0.50	175.00	\$87.50

Previous balance

\$1,205.00

Balance due

\$1,292.50

<u>Current</u>	<u>38 Days</u>	<u>46 Days</u>	<u>75 Days</u>
87.50	1,205.00	0.00	0.00

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR AUGUST 11, 2014 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Michael, Best & Friedrich	1298654	7/10/2014	\$ 361.61	Fox River Cleanup - Insurance
	671409-018M - 2	5/31/2014	\$ 294.00	Shining Stars Pre-School & Childcare Center, LLC
	671310-033M - 14	6/30/2014	\$ 431.00	Revolving Loan Fund Committee vs. Raven Mfg., LLC & Lynn A. Hesson
Conway, Olejniczak & Jerry, S.C.	671409-021M - 1	5/31/2014	\$ 468.00	Fusion Integrated Solutions, LLC
DAVIS & KUELTHAU	379650	6/27/2014	\$ 225.00	General Labor
	12W27 - 7-28-14	7/28/2014	\$ 7,392.00	Airport - General Matters
ATTY. GARY WICKERT				
TOTAL			\$ 9,171.61	

MICHAEL BEST

& FRIEDRICH LLP

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date July 10, 2014
Invoice No. 1298654

Client/Matter **018236-0042 Fox River Cleanup - Insurance**

For professional services rendered through June 30, 2014, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
6/3/14	R Exum	Process Nationwide check and update defense invoice and payment chart; follow up on check from Resolute; prepare letter to client enclosing defense payment checks	0.50	\$ 100.00
6/4/14	R Exum	Review payment received from CNA and update defense invoice payment chart; prepare email to DACrass regarding CNA payment; finalize letter to client enclosing checks.	0.50	100.00
6/18/14	R Exum	Prepare letters to Nationwide and CNA following up on outstanding reimbursements of invoices.	0.40	80.00
6/25/14	R Exum	Process check from Resolute; update file and invoice/payment tracking chart regarding same; prepare letter to client enclosing check.	0.40	80.00
Total Hours and Services			1.80	\$ 360.00

Disbursements:

<u>Date</u>	<u>Description</u>	<u>Total</u>
	Postage	\$ 1.61
Total Disbursements		\$ 1.61
Total Services		\$ 360.00
Total Disbursements		1.61

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1298654
018236-0042
July 10, 2014
Page 2 of 2

Total This Invoice

\$ 361.61

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
6/17/14	1295476	\$ 100.00	\$ 0.00	\$ 100.00
Prior Outstanding Due:				\$ 100.00

Prior Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
100.00	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
R Exum	Paralegal	1.80	\$ 200.00	\$ 360.00
Totals		1.80		\$ 360.00

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

D.K. Jerry
7/9/14

LISA HARMANN
BROWN COUNTY REVOLVING LOAN COMMITTEE
2701 LARSEN ROAD
GREEN BAY WI 54303

ACCOUNT NO:
STATEMENT NO:

Page: 1
05/31/2014
671409-018M
2

PLEASE RETURN THIS PORTION WITH PAYMENT

SHINING STARS PRE-SCHOOL & CHILDCARE CENTER, LLC

	PREVIOUS BALANCE		\$556.50
		HOURS	
05/15/2014			
MMM	CONFERENCE WITH LISA HARMANN RE: STATUS OF LOAN	0.30	
05/20/2014			
AMH	REVIEW OF E-MAIL RE: LOAN DOCUMENTS AND LETTER REPORTS; CONFERENCE WITH ATTORNEY MCKINNON RE: SAME	0.20	
MMM	REVIEW AND REVISE COMMITMENT LETTER TO DEBTOR; E-MAIL FROM AND TO CLIENT RE: SAME	0.70	
	FOR CURRENT SERVICES RENDERED	1.20	294.00
	TOTAL CURRENT WORK		294.00
	BALANCE DUE		\$850.50



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1234187

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

OK
Chuck Lamine
7/9/14

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

ACCOUNT NO:
STATEMENT NO:

Page: 1
06/30/2014
671409-018M
3

PLEASE RETURN THIS PORTION WITH PAYMENT

SHINING STARS PRE-SCHOOL & CHILDCARE CENTER, LLC

	PREVIOUS BALANCE		\$850.50
		HOURS	
06/08/2014			
MMM	E-MAIL TO LISA RE: STATUS OF LOAN AND COMMITMENT LETTER (.2 @ NO CHARGE)		(N/C)
06/27/2014	PAYMENT - THANK YOU - CK 101470		-556.50
	BALANCE DUE		<u>\$294.00</u>



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

OK -
Cherie Annan
7/9/14

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

ACCOUNT NO:
STATEMENT NO:

Page: 1
06/30/2014
671310-033M
14

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON



PREVIOUS BALANCE			\$3,011.62
		HOURS	
06/06/2014	MMM E-MAIL TO ATTORNEY JEFF PHILLIPS REQUESTING UPDATE ON STATUS OF SETTLEMENT.	0.30	
06/10/2014	MMM E-MAIL FROM AND TO ATTORNEY JEFF PHILLIPS RE: CHANGES TO SETTLEMENT AGREEMENT; REVISE SETTLEMENT AGREEMENT ACCORDINGLY.	0.40	
06/11/2014	MMM E-MAIL FROM AND TO ATTORNEY JEFF PHILLIPS RE: HESSON'S REQUEST FOR NEW NOTE BETWEEN HESSON, RAVEN AND BROWN COUNTY.	0.30	
06/18/2014	MMM E-MAIL FROM AND TO ATTORNEY JEFF PHILLIPS RE: EXECUTION OF PROMISSORY NOTE.	0.30	
06/19/2014	MMM REVIEW E-MAIL COPY OF SIGNED PROMISSORY NOTE; RECEIVE ORIGINAL SIGNED COPY FROM BROWN COUNTY.	0.20	
06/24/2014	MMM E-MAIL FROM ATTORNEY JEFF PHILLIPS CONFIRMING MAILING OF SIGNED SETTLEMENT AGREEMENT AND FIRST SETTLEMENT PAYMENT	0.20	
	FOR CURRENT SERVICES RENDERED	1.70	433.50
06/30/2014	MMM FEE CREDIT OF \$2.50 MOVED FROM FILE # 671309.067 BROWN COUNTY/METJET		-2.50
	TOTAL CREDITS FOR FEES		-2.50

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920.437-0476
FAX 920.437-2868

BROWN COUNTY ECONOMIC DEVELOPMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

Page: 2
06/30/2014
ACCOUNT NO: 671310-033M
STATEMENT NO: 14

PLEASE RETURN THIS PORTION WITH PAYMENT

	TOTAL CURRENT WORK	431.00
06/27/2014	PAYMENT - THANK YOU - CK 101470	-2,254.00
	FINANCE CHARGE	0.09
	BALANCE DUE	<u>\$1,188.71</u>

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

OK
Chris
7/8/14

LISA HARMANN
BROWN COUNTY REVOLVING LOAN COMMITTEE
2701 LARSEN ROAD
GREEN BAY WI 54303

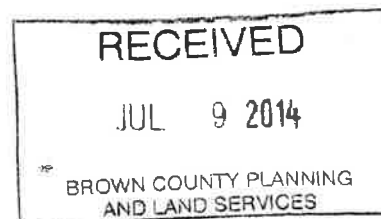
ACCOUNT NO:
STATEMENT NO:

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05/31/2014
671409-021M
1

PLEASE RETURN THIS PORTION WITH PAYMENT

FUSION INTEGRATED SOLUTIONS, LLC

		HOURS	
05/23/2014	MMM		
	REVIEW LOAN WRITE-UP FROM CLIENT; PREPARE LIST OF TALKING POINTS FOR MAY 28 MEETING; REVIEW UCC-1 FILINGS AND ORGANIZATIONAL INFORMATION ON THE DEPARTMENT OF FINANCIAL INSTITUTIONS WEBSITE; E-MAIL TO CLIENT RE: SAME.	1.60	
	FOR CURRENT SERVICES RENDERED	1.60	424.00
05/27/2014	DEPARTMENT OF FINANCIAL INSTITUTIONS - UCC COPIES		44.00
			44.00
	TOTAL ADVANCES THRU 05/31/2014		44.00
	TOTAL CURRENT WORK		468.00
	BALANCE DUE		\$468.00



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

O. L. Jerry
7/9/14

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

ACCOUNT NO:
STATEMENT NO:

Page: 1
06/30/2014
671409-021M
2

PLEASE RETURN THIS PORTION WITH PAYMENT

FUSION INTEGRATED SOLUTIONS, LLC

PREVIOUS BALANCE

\$468.00

BALANCE DUE

\$468.00

RECEIVED

JUL 9 2014

VS
BROWN COUNTY PLANNING
AND LAND SERVICES

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

RECEIVED

JUL 02 2014

HUMAN RESOURCES



DAVIS KUELTHAU
attorneys at law

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

June 27, 2014
Invoice 379650
Page 1

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MR. BRENT MILLER
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

For Services Through May 31, 2014

Our Matter # 18852.23432
GENERAL LABOR

11/20/13 Prepare affidavit for brief in opposition to petition for review; conference with
Attorney Ruenzel to review and execute same.

Geoffrey A. Lacy	1.00 hrs.	225.00/hr	\$	225.00
------------------	-----------	-----------	----	--------

Total Fees for Professional Services.....	\$	225.00
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Totals for This Matter

Total Current Billing for this Matter - Services Through May 31, 2014.....

\$225.00

TOTAL BALANCE DUE:

\$225.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

RECEIVED BY
JUL 01 2014
Brown County
Corporation Counsel

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MR. BRENT MILLER
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

June 27, 2014
Invoice 379650
Page 2

INVOICE SUMMARY

Our Matter # 18852.23432
GENERAL LABOR

Total Services:	\$225.00
TOTAL SERVICES AND DISBURSEMENTS:	<u>\$225.00</u>
TOTAL BALANCE DUE:	<u>\$225.00</u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
 801 E. WALNUT • P.O. BOX 1656
 GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
 wicklaw@gbonline.com

July 28, 2014

Brown County Airport
 P.O. Box 23600
 Green Bay WI 54305-3600

Re: General Matters
 Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
6/27	Review proposed airline lease; Phone conference with Sue Bertrand; Meeting at Airport - conference call with Steve Horton re: airline lease; Conference with Tom Miller re: ASDC	5.00
7/1	Letter from Tom Miller re: RPP & C Store	.10
7/7	Review Article 7 - airline lease; Phone conference with John Reed re: Article 7 airline lease;	1.50
7/8	Begin review of Counteroffer re: 5 acres	.35
	Review of Counteroffer re: 5 acres;	.20
	Letter to Harvey Black re: Longhorn;	.15
	Meeting at Airport re: 5 acres; Review correspondence from Tom Miller re: FAA and aviation easement; Review information/correspondence re: literature at the Airport;	3.50
7/9	Research re: "free speech" zones at Airport	3.00
	Letter to Tom Miller re: free speech zones;	.40
	Meeting at Airport - conference call with Steve Horton re: airline lease; Conference with Tom Miller, John Reed, and Sue Bertrand re: free speech zones;	2.50
	Review BIA information re: aviation easement; Review easement - WPC Longhorn;	.75
	Phone conference with Tom Miller; Revise Intergovernmental Agreement; Letter to Tom Miller	2.00
7/11	Meeting at Airport with Tom Miller, John Reed, and Sue Bertrand re: airline lease; Conference call with Steve Horton;	3.25
	Review and revise Intergovernmental Agreement re: 5 acres	.25
7/15	Correspondence from Becky Webster; Phone conference with Becky Webster re: 5 acres; Letter to Tom Miller re: 5 acres;	.35

Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
06/30/14

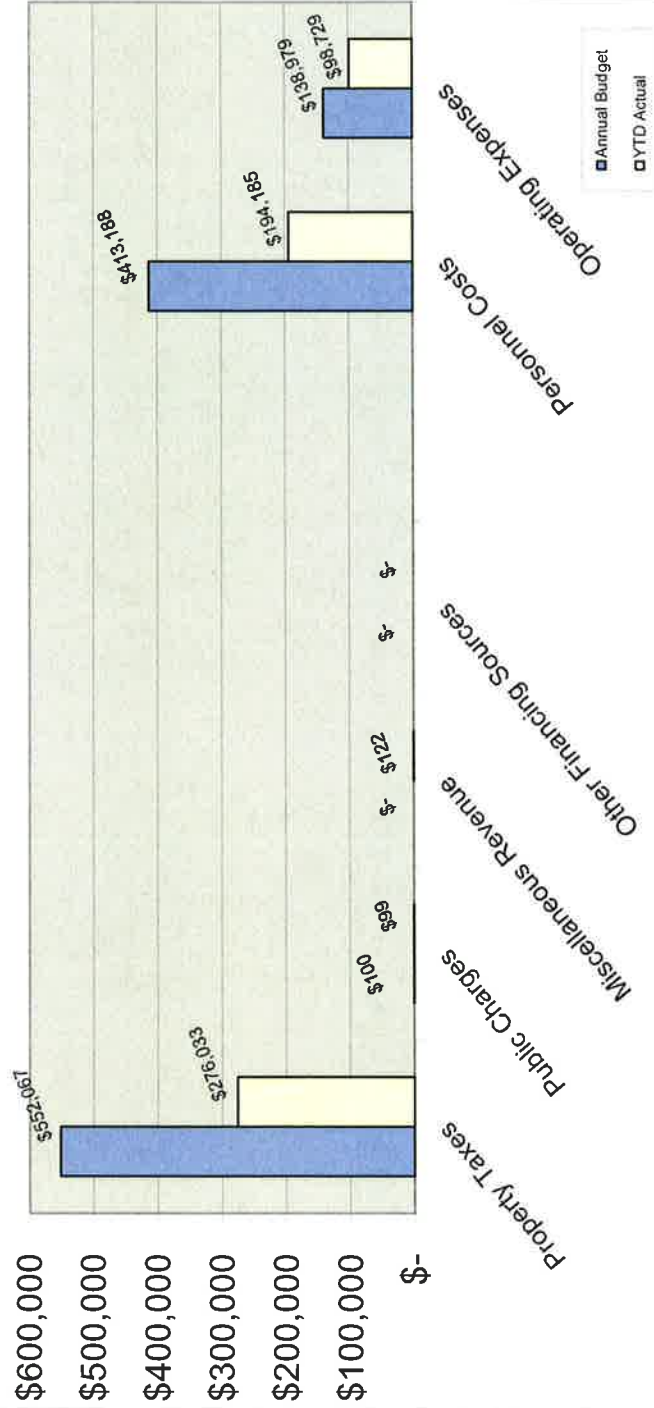
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 552,067	\$ 276,033	50.0%	
Public Charges	\$ 100	\$ 99	99.5%	
Miscellaneous Revenue	\$ -	\$ 122	#DIV/0!	(1)
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,188	\$ 194,185	47.0%	
Operating Expenses	\$ 138,979	\$ 98,729	71.0%	(2)

Comments:

(1) Miscellaneous Revenue - This represents donations received to benefit the Veterans' Recognition Subcommittee (i.e., Veterans).

(2) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or \$2,307.33 per month. In addition, YTD Actual includes \$68,000 paid to Schenck for audit fees.

Board of Supervisors - June 30, 2014



Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

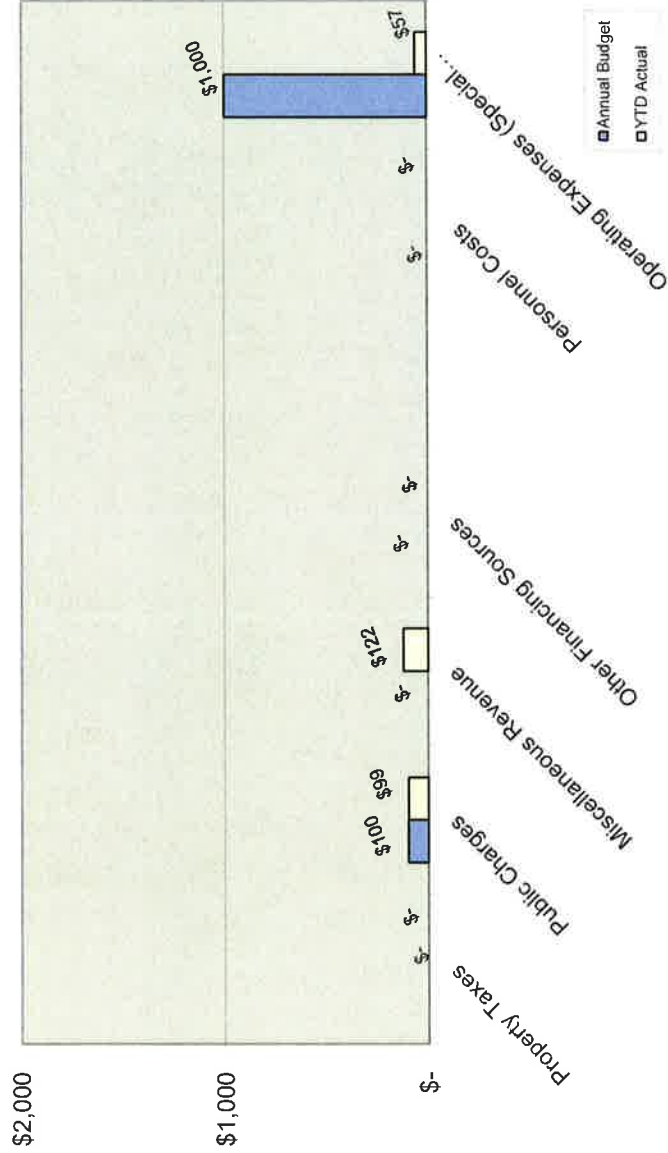
06/30/14

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ -	\$ -		
Public Charges	\$ 100	\$ 99	98.5%	(1)
Miscellaneous Revenue	\$ -	\$ 122	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -		
Personnel Costs	\$ -	\$ -		
Operating Expenses (Special Events)	\$ 1,000	\$ 57	5.7%	

Comments:

- (1) Public Charges - This represents promotional items sold to benefit the Veterans' Recognition Subcommittee (i.e., Veterans').
- (2) Miscellaneous Revenue - This represents donations received to benefit the Veterans' Recognition Subcommittee (i.e., Veterans').

**Board of Supervisors
(Veterans' Recognition Subcommittee)
June 30, 2014**





Budget by Account Classification Report

Through 06/30/14

Prior Fiscal Year Activity Included

Detail Listing

Account	Fund	100 - GF	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE											
<i>Property taxes</i>											
4100			General property taxes	552,067.00	552,067.00	46,005.58	.00	276,033.48	276,033.52	50	543,202.00
			<i>Property taxes Totals</i>	\$552,067.00	\$552,067.00	\$46,005.58	\$0.00	\$276,033.48	\$276,033.52	50%	\$543,202.00
<i>Public Charges</i>											
4601			Sales	100.00	100.00	72.04	.00	98.50	1.50	98	70.86
			<i>Public Charges Totals</i>	\$100.00	\$100.00	\$72.04	\$0.00	\$98.50	\$1.50	98%	\$70.86
<i>Miscellaneous Revenue</i>											
4900			Miscellaneous	.00	.00	.00	.00	.00	.00	+++	.00
4901			Donations	.00	.00	.00	.00	122.00	(122.00)	+++	595.00
			<i>Miscellaneous Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$122.00	(\$122.00)	+++	\$595.00
<i>Other Financing Sources</i>											
9000			Carryover	.00	.00	.00	.00	.00	.00	+++	.00
9002			Transfer in	.00	.00	.00	.00	.00	.00	+++	.00
9002.200			Transfer in HR	.00	.00	.00	.00	.00	.00	+++	.00
9004			Intrafund Transfer In	.00	.00	.00	.00	.00	.00	+++	830.86
			<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$830.86
REVENUE TOTALS											
				\$552,167.00	\$552,167.00	\$46,077.62	\$0.00	\$276,253.98	\$275,913.02	50%	\$544,698.72
EXPENSE											
<i>Personnel Costs</i>											
5100			Regular earnings	341,081.00	341,081.00	25,657.17	.00	157,358.78	183,722.22	46	326,292.48
5100.998			Regular earnings Budget only	2,586.00	2,586.00	.00	.00	.00	2,586.00	0	.00
5102			Paid leave earnings	.00	.00	.00	.00	.00	.00	+++	.00
5102.100			Paid leave earnings Paid Leave	.00	.00	159.36	.00	1,226.70	(1,226.70)	+++	7,919.02
5102.200			Paid leave earnings Personal	.00	.00	.00	.00	968.92	(968.92)	+++	1,983.03
5102.300			Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	+++	2,479.53
5102.400			Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	+++	.00
5102.500			Paid leave earnings Holiday	.00	.00	500.25	.00	1,000.50	(1,000.50)	+++	3,962.40
5102.600			Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	+++	.00
5102.999			Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	+++	.00
5103			Premium	.00	.00	.00	.00	.00	.00	+++	.00
5103.000			Premium Overtime	1,000.00	1,000.00	.00	.00	190.29	809.71	19	560.78
5103.100			Premium Comp time premium	.00	.00	.00	.00	.00	.00	+++	392.19
5103.200			Premium Shift differential	.00	.00	.00	.00	.00	.00	+++	.00
5103.300			Premium Holiday	.00	.00	.00	.00	.00	.00	+++	.00
5109.100			Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	+++	(2,812.94)
5110			Fringe benefits	.00	.00	.00	.00	.00	.00	+++	.00
5110.100			Fringe benefits FICA	25,142.00	25,142.00	1,953.12	.00	12,002.95	13,139.05	48	25,821.86
5110.110			Fringe benefits Unemployment compensation	489.00	489.00	44.22	.00	260.50	228.50	53	1,286.58
5110.199			Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	+++	.00

16a



Budget by Account Classification Report

Through 06/30/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Personnel Costs</i>										
5110.200	Fringe benefits Health insurance	28,934.00	.00	28,934.00	2,432.48	.00	14,594.88	14,339.12	50	26,720.47
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	200.12	.00	1,200.72	1,201.28	50	2,141.28
5110.220	Fringe benefits Life Insurance	311.00	.00	311.00	27.90	.00	166.00	145.00	53	201.25
5110.230	Fringe benefits LT disability insurance	490.00	.00	490.00	41.25	.00	247.50	242.50	51	489.96
5110.235	Fringe benefits Disability insurance	880.00	.00	880.00	73.34	.00	440.04	439.96	50	1,613.00
5110.240	Fringe benefits Workers compensation insurance	376.00	.00	376.00	31.33	.00	187.98	188.02	50	70.00
5110.300	Fringe benefits Retirement	9,123.00	.00	9,123.00	701.95	.00	4,339.44	4,783.56	48	8,496.86
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	374.00	.00	374.00	.00	.00	.00	374.00	0	.00
	Personnel Costs Totals	\$413,188.00	\$0.00	\$413,188.00	\$31,822.49	\$0.00	\$194,185.20	\$219,002.80	47%	\$407,617.75
<i>Operating Expenses</i>										
5300	Supplies	.00	.00	.00	.00	.00	26.97	(26.97)	+++	12.50
5300.001	Supplies Office	1,100.00	.00	1,100.00	(272.27)	.00	318.49	781.51	29	1,145.05
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	228.10	.00	1,256.68	1,643.32	43	2,713.05
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,795.00	.00	32,795.00	2,307.33	.00	18,929.02	13,865.98	58	23,365.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	(229.63)	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	(210.00)	.00	1,232.69	1,767.31	41	2,649.96
5365	Special events	1,000.00	.00	1,000.00	14.45	.00	56.56	943.44	6	705.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	12,454.00	.00	12,454.00	813.69	.00	5,458.85	6,995.15	44	12,080.93
5601.200	Intra-county expense Insurance	985.00	.00	985.00	82.08	.00	492.48	492.52	50	758.00
5601.400	Intra-county expense Copy center	4,200.00	.00	4,200.00	173.69	.00	1,720.01	2,479.99	41	4,340.10
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.42	.00	422.52	422.48	50	805.00
5601.550	Intra-county expense Document center	.00	.00	.00	.00	.00	.00	.00	+++	.00
5700	Contracted services	2,500.00	.00	2,500.00	195.00	.00	815.00	1,685.00	33	1,735.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5714	Accounting and auditing	76,200.00	.00	76,200.00	38,500.00	.00	68,000.00	8,200.00	89	75,100.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00

lba



Budget by Account Classification Report

Through 06/30/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Operating Expenses Totals</i>										
	EXPENSE TOTALS	\$138,979.00	\$0.00	\$138,979.00	\$41,672.86	\$0.00	\$98,729.27	\$40,249.73	71%	\$125,409.71
		\$552,167.00	\$0.00	\$552,167.00	\$73,495.35	\$0.00	\$292,914.47	\$259,252.53	53%	\$533,027.46
Fund 100 - GF Totals										
		\$0.00	\$0.00	\$0.00	(\$27,417.73)	\$0.00	(\$16,660.49)	\$16,660.49		\$11,671.26
Grand Totals										
	REVENUE TOTALS	552,167.00	.00	552,167.00	46,077.62	.00	276,253.98	275,913.02	50	544,698.72
	EXPENSE TOTALS	552,167.00	.00	552,167.00	73,495.35	.00	292,914.47	259,252.53	53	533,027.46
		\$0.00	\$0.00	\$0.00	(\$27,417.73)	\$0.00	(\$16,660.49)	\$16,660.49		\$11,671.26
Grand Totals										
	REVENUE TOTALS	552,167.00	.00	552,167.00	46,077.62	.00	276,253.98	275,913.02	50	544,698.72
	EXPENSE TOTALS	552,167.00	.00	552,167.00	73,495.35	.00	292,914.47	259,252.53	53	533,027.46
		\$0.00	\$0.00	\$0.00	(\$27,417.73)	\$0.00	(\$16,660.49)	\$16,660.49		\$11,671.26

16a

August 20, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION ADOPTING BROWN COUNTY'S
2015 FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

WHEREAS, Brown County has developed a Five-Year Capital Improvement Plan (CIP) for the period 2015 through 2019, as attached hereto; and

WHEREAS, a Capital Improvement Plan is an excellent planning document to assist the County in realizing the goals of the plan and to provide a pathway for implementing those plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Brown County 2015 Five Year Capital Improvement Plan attached hereto be adopted.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel
Authored By: Department of Administration

Fiscal Note: This resolution does not require an appropriation from the County General Fund. The projects listed under 2015 in the attached Five-Year CIP will be included in the 2015 Proposed Budget for final approval. Projects listed under 2016-2019 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.

2015 Capital Project 5-Year Outlook Summary Projects Proposed - Executive Changes

As of 7/31/14

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District

2015 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
PLANNING, DEVELOPMENT, & TRANSPORTATION: Airport	O/G	1	Reconstruct Taxiway D (West of Jet Air) & Taxiway B	3,063,186	-	-	-	-	3,063,186
	O/G	2	Design & Construct East Ramp-Terminal & Replace Gate 1	1,379,170	-	-	-	-	1,379,170
	O/G	3	Design & Construct Taxiways A, D-3, & D East of Jet Air	265,225	-	3,376,526	-	-	3,641,751
	O/G	4	Design & Construct Public Parking, Replace Lighting, Replace Perimeter Barrier, Service Road, & Cell Lot Pavement Rehab	106,090	2,294,726	-	-	-	2,400,816
	O	5	Replace Parking Lot Access & Revenue Control Equipment	550,000	-	-	-	-	550,000
	O/G	6	Design & Construct Westside Perimeter Road & Creek Crossing	-	240,400	3,714,179	-	-	3,954,579
	O/G	7	Design & Construct Taxiway J	-	-	-	1,961,893	-	1,961,893
	O/G	8	Design & Construct Taxiway Connector & Air Cargo Ramp West of Runway 1B/36	-	-	-	-	4,342,752	4,342,752
	O/G	9	Design Westside Access Road from CTH GE	-	-	-	-	179,108	179,108
Port and Resource Recovery	O	1	Bay Port Expansion	-	1,868,481	-	-	-	1,868,481
Public Works	P/M	2015-1	CTH V (Daly Drive to CTH GV) - Reconstruction	1,610,000	24,000	24,000	24,000	24,000	1,706,000
	M	2015-2	CTH GV/Monroe Road (CTH X to CTH G) - Reconstruction	2,453,660	-	-	-	-	2,453,660
	P	2015-6	CTH XX (RR Crossing to County Limits) - Recondition	130,748	-	-	-	-	130,748
	P	2015-8	CTH N (CTH P to East County Line) - Recondition	400,000	-	-	-	-	400,000
	P	2015-18; 2016-10	CTH EB (Larsen Road Intersection) - Recondition	5,000	95,271	-	-	-	100,271
	P	2015-21	CTH EB (Round-about at Cardinal Lane and Dousman Street)	20,600	20,600	20,600	20,600	20,600	103,000
	P/G	2016-4	CTH GE (Over Dutchman's Creek) - Bridge Replacement	-	397,500	-	-	-	397,500
	P	2016-5	CTH GE (STH 54 to STH 172) - Recondition	-	343,727	-	-	-	343,727
	P	2016-6	CTH JJ (STH 141 to Hazen Rd) - 2" Mill & Overlay	-	74,043	-	-	-	74,043
	P	2016-7	CTH EB (Dorn Court to CTH AAA) - Recondition	-	400,000	-	-	-	400,000
	P	2016-12	CTH Z (Town of Morrison) - Box Culvert Replacement	-	100,000	-	-	-	100,000
	P	2017-4	CTH A (CTH I to Church Rd) - Recondition	-	-	400,000	-	-	400,000
	P	2017-8	CTH HS/Velp Ave (Riverview to Glendale) - CPR Concrete Pavement Repair	-	-	300,000	-	-	300,000
	P	2018-5	CTH T (North Avenue to Blahnik Rd) - Recondition	-	-	-	1,900,000	-	1,900,000
	P	2019-5	CTH JJ (CTH V to Hazen Rd) - 2" Mill & Overlay	-	-	-	-	245,000	245,000
	P	2019-5	CTH F (CTH EB to Mid Valley Drive) - Recondition	-	-	-	-	359,119	359,119
	P	2019-7	Preliminary Costs Future Highway Projects	-	-	150,000	-	150,000	150,000
	P		Planning, Development, & Transportation Total	9,983,679	5,958,748	7,985,305	4,106,493	5,320,579	33,254,804
			Total Capital Projects Outlook - Non-Bonding Requests	9,983,679	5,958,748	7,985,305	4,106,493	5,320,579	33,254,804
			Grand Total All Requests	20,188,416	17,716,756	14,980,322	8,390,265	23,074,231	84,349,990

* These projects have already been approved, however, they have been delayed and the funding source has changed from a General Fund transfer to debt.
 ** If the Brown County Jail were to reach full capacity, the cost of a new pod would be roughly \$23 million.
 *** This project has already been approved. Staff is working to secure additional non-bond funding.

2015 Capital Project 5-Year Outlook Summary

Projects Proposed - Executive Changes

As of 7/31/14

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District

2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
ADMINISTRATION: Technology Services	D	1	Land Records System Replacement	-	856,011	-	-	-	856,011
	D	2	Jail & Jail Work Release Center Video Surveillance System Replacement	-	-	-	220,896	697,528	918,424
			Administration Total	-	856,011	-	220,896	697,528	1,774,435
			Less: Non-bond funding sources	-	-	-	-	-	-
			Administration Bond Request Total	-	856,011	-	220,896	697,528	1,774,435
PUBLIC SAFETY Public Safety Communications	D	1	*Computer Aided Dispatch & Next Generation 9-1-1	2,213,516	-	-	-	-	2,213,516
	D	2	*Emergency Fire and Police Dispatch	-	218,675	-	-	-	218,675
			Public Safety Bond Request Total	2,213,516	218,675	-	-	-	2,432,191
PLANNING, DEVELOPMENT, & TRANSPORTATION: Planning and Land Services	D, TIF	1	Brown County Research & Business Park	-	-	-	-	-	-
	D		Courthouse Dome Replacement	-	965,000	965,000	-	-	1,930,000
	D		New Jail Pod Phase I	-	-	-	-	-	-
	D/P/M	2015-3	CTH EB (Round-about at CTH EB & Preservation Way)	1,300,000	-	-	-	-	1,300,000
	D/P	2015-4	CTH R (CTH KB to US 141/29) - Recondition	3,155,158	-	-	-	-	3,155,158
	D/P/M	2015-5	CTH EB (CTH G to CTH AAA) - Recondition	641,625	-	-	-	-	641,625
	D/P	2015-7	CTH P (2,000' South CTH N to STH 54) Recondition	1,122,012	-	-	-	-	1,122,012
	D/G	2015-9	CTH J (CTH U to CTH F) - Safety Improvements	118,244	-	-	-	-	118,244
	D/P/G/M	2015-10; 2019-2	CTH EA (Willow Rd to STH 29) - Reconstruction	500,000	-	-	-	2,470,000	2,970,000
		2015-11; 2017-1;		-	-	-	-	-	-
	D/M	2019-4	CTH ZZ (Clay Street to Tetzlaff Rd) - Reconstruction	600,000	-	750,000	-	5,450,000	6,800,000
	D/P	2015-12; 2016-13;		-	-	-	-	-	-
	D/P	2017-2	CTH ZZ (Tetzlaff Rd to STH 54) - Reconstruction	50,000	350,000	2,385,000	-	-	2,785,000
	D/G	2015-13; 2018-2	CTH ZZ (Bridge over East River) - Bridge Replacement	63,180	-	-	400,140	-	463,320
	D/G	2015-14; 2018-3	CTH M (Bridge over Suamico River) - Bridge Replacement	65,232	-	-	412,736	-	477,968
	D/G	2015-15; 2019-3	CTH MM (Bridge over Bower Creek) - Bridge Replacement	65,770	-	-	-	400,624	466,394
	D/P	2015-16; 2017-5	CTH GV (STH 172 to Hoffman Road) - Recondition	5,000	-	215,517	-	-	220,517
	D/P	2015-17; 2016-8	CTH T (CTH N to STH 54) - Recondition	35,000	1,001,941	-	-	-	1,036,941
	D/P	2015-18; 2016-11	CTH EB (STH 54 to STH 29) - Concrete Pavement Repair	25,000	1,056,933	-	-	-	1,081,933
	D/P/M	2015-20; 2016-9	CTH D (River Street to Red Maple Rd) - Recondition	125,000	1,730,615	-	-	-	1,855,615
	D	2015-22	CTH U (Round-about at CTH U & CTH DD)	120,000	-	-	-	-	120,000
	D/P/G/M	2016-1	CTH N (Bascom Way to Spartan Rd) - Reconstruction	-	2,318,074	-	-	-	2,318,074
	D/P/G/M	2016-2	CTH YY (Holmgren Way to Ashland Ave) - Reconstruction	-	1,744,897	-	-	-	1,744,897
	D/G	2016-3	CTH X (Wisconsin Central Ltd Railroad) - Bridge Replacement	-	1,565,862	-	-	-	1,565,862
		2016-14; 2017-10;		-	-	-	-	-	-
	D/P/G/M	2019-1	CTH C (CTH FF to Glendale Avenue) - Reconstruction	-	50,000	250,000	-	6,485,500	6,785,500

2015 Capital Project 5-Year Outlook Summary Projects Proposed - Executive Changes

As of 7/31/14

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District

2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
PLANNING, DEVELOPMENT, & TRANSPORTATION (Continued):									
Public Works (Continued)									
	D	2017-3	CTH EB (Dorn Court to STH 172) - Recondition	-	-	400,000	-	-	400,000
	D	2017-6	CTH T (STH 29 to 1.5 miles south of CTH V) - Recondition	-	-	530,000	-	-	530,000
	D	2017-7	CTH T (Pine Street to Highridge Street) - 6' Culvert Replacement	-	-	250,000	-	-	250,000
	D	2017-9	CTH S (French Rd to CTH D) - Reconstruction	-	-	75,000	250,000	-	325,000
	D	2018-1	CTH HS/Velp Avenue (Glendale Avenue to CTH B) - Recondition	-	-	-	2,250,000	-	2,250,000
	D	2018-4	CTH G (STH 96 to Langes Corners) - Recondition	-	-	-	600,000	-	600,000
	D	2019-6	CTH G (Langes Corners to CTH V) - Recondition	-	-	-	-	850,000	850,000
	D	2019-8	CTH PP (CTH W to School Rd) - Recondition	-	-	-	-	1,200,000	1,200,000
	D	2016-7	Preliminary Costs Future Highway Projects	-	-	100,000	150,000	200,000	450,000
			Planning, Development, & Transportation Total	7,991,221	10,783,322	5,920,517	4,062,876	17,056,124	45,814,060
			Less: Non-bond funding sources	(2,759,852)	(5,077,560)	(1,000,000)	(650,621)	(13,943,574)	(23,431,607)
			Planning, Development, & Transportation Bond Request Total	5,231,369	5,705,762	4,920,517	3,412,255	3,112,550	22,382,453
EDUCATION, CULTURE, AND RECREATION:									
Zoo and Park Management	D	1	Fairgrounds Asphalt Replacement	-	-	599,500	-	-	599,500
Library	D	1	Replace Ashwaubenon Branch Roof	-	-	475,000	-	-	475,000
			Education, Culture and Recreation Total	-	-	1,074,500	-	-	1,074,500
			Less: Non-bond funding sources	-	-	-	-	-	-
			Education, Culture and Recreation Bond Request Total	-	-	1,074,500	-	-	1,074,500
			Total Capital Projects Outlook Subtotal	10,204,737	11,858,008	6,995,017	4,283,772	17,753,652	51,095,186
			Less: Non-bond funding sources	(2,759,852)	(5,077,560)	(1,000,000)	(650,621)	(13,943,574)	(23,431,607)
			CAPITAL PROJECTS OUTLOOK BOND REQUEST TOTAL	7,444,885	6,780,448	5,995,017	3,633,151	3,810,078	27,663,579
			Less: Municipalities' portion of debt	-	-	-	-	-	-
			BROWN COUNTY'S PORTION OF DEBT	7,444,885	6,780,448	5,995,017	3,633,151	3,810,078	27,663,579

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/14/14
REQUEST TO: Human Services Committee
MEETING DATE: 07/23/14
REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Community Treatment Center (Nurse Educator)

ISSUE/BACKGROUND INFORMATION:

There is a critical need at the Community Treatment Center for ongoing, hands-on training for all staff at CTC to meet federal and state regulatory guidelines and provide appropriate, effective care for patients.

ACTION REQUESTED:

Increase the vacant 0.50 FTE Nurse Educator position to 1.00 FTE. The cost will be offset by deleting vacant (0.40) FTE Registered Nurse and (0.20) FTE Registered Nurse positions.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No Partial year impact 09/01 – 12/13/14 = \$(207)
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

August 20, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE COMMUNITY TREATMENT CENTER
NURSE EDUCATOR

WHEREAS, there is currently a vacant 0.50 FTE Nurse Educator position in the Community Treatment Center's table of organization; and

WHEREAS, the Nurse Educator position provides ongoing hands on training and education to ensure all staff are hired and trained according to federal and state regulatory guidelines; and

WHEREAS, the CBRF Crisis Stabilization facility requires that employees receive training by a certified instructor to meet Wisconsin regulations, and there is also an expanded need for training to meet standards under administrative rule DHS 34 Behavioral Health Crisis; and

WHEREAS, it is critical that all staff maintain the required training and education requirements to meet the regulatory guidelines and provide appropriate and effective care for the patients; and

WHEREAS, after a thorough review of the needs of the department, Human Resources in conjunction with the Community Treatment Center recommend increasing the Nurse Educator position to 1.00 FTE; and

WHEREAS, the cost would be offset by deleting a vacant (0.40) FTE Registered Nurse position and a vacant (0.20) FTE Registered Nurse position from the Community Treatment Center's table of organization; and

WHEREAS, further savings would be realized when outsourcing of these duties ends.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the 0.50 FTE Nurse Educator position in the Community Treatment Center's table of organization be increased to 1.00 FTE; and

BE IT FURTHER RESOLVED, the deletion of a (0.40) FTE Registered Nurse position and the deletion of a (0.20) FTE Registered Nurse position from the Community Treatment Center's table of organization.

Budget Impact:

Community Treatment Center

Partial Year Budget Impact (09/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
Registered Nurse @ \$28.29/hour	(0.40)	Deletion	\$(8,600)	\$(917)	\$(9,517)
Registered Nurse @ \$26.98/hour	(0.20)	Deletion	\$(5,377)	\$(436)	\$(5,813)
Nurse Educator (increase .50 FTE)	0.50	Addition	\$10,579	\$ 4,544	\$15,123
Partial Year Budget Impact			\$(3,398)	\$ 3,191	\$(207)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Registered Nurse @ \$28.29/hour	(0.40)	Deletion	\$(23,573)	\$(1,907)	\$(25,480)
Registered Nurse @ \$26.98/hour	(0.20)	Deletion	\$(11,186)	\$(907)	\$(12,093)
Nurse Educator (increase .50 FTE)	0.50	Addition	\$ 29,994	\$ 20,602	\$ 50,596
Annualized Budget Impact			\$(4,765)	\$ 17,788	\$ 13,023

Fiscal Note: This resolution does not require an appropriation from the General fund in 2014. The increased cost in 2015 will be offset by a reduction in contractual services for training.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
County Executive

Date Signed: _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: NURSE EDUCATOR

REPORTS TO: DIRECTOR OF NURSES (NURSING HOME/HOSPITAL)

DEPARTMENT: HUMAN SERVICES

REPRESENTATION UNIT: ADMINISTRATIVE

JOB SUMMARY:

Coordinates and administers educational services to staff, clients and various community agencies. Plans and coordinates Brown County Community Treatment Center's orientation program.

ESSENTIAL DUTIES:

Develops, implements and evaluates mandatory training for all employees. Assures satisfaction of Department of Health and Social Services training requirements for the Nursing Home Facility and Hospital employees.

Maintains a continuous educational program, based on assessed needs for all individual staff.

Provides staff development programs in the areas of mental health, developmental disabilities, mental retardation, gerontology, alcohol and other drug abuse, management/supervision and other related fields.

Develops, implements and evaluates orientation programs for all employees at Brown County Community Treatment Center.

Provides staff with instruction/education to correct identified areas needing skill and performance improvement.

Coordinates with the facilities department safety/disaster training including fire drills and training.

Supervises the purchasing of all educational materials and the management of the Community Treatment Center's Staff Library.

Maintains, operates and coordinates purchase of audiovisual equipment.

Develops, documents and maintains educational records and reports in accordance with Community Treatment Center's policy and regulatory requirements.

Chair of the Quality Management/Quality Improvement Committee. Develops quality control measures to evaluate overall educational programming.

Develops annual budget for educational services; reviews budget on a monthly basis, and identifies and analyzes variances.

Participates in research projects and/or special grants which enhance the staff development program.

Attends in-services, committee and administrative meetings as required and necessary to carry out responsibilities of the position.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computer

Power Point Projector

MINIMUM QUALIFICATIONS REQUIRED:

Education and experience:

Bachelor of Science Degree in Nursing from a National League of Nursing (NLN) Accredited Nursing Program plus three years experience in the areas of education, nursing home, and or mental health; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications

Wisconsin State Board of Nursing

CPR Certification

CPI Certification

Knowledge, Skills and Abilities:

Knowledge of a variety of instructional methodologies.

Knowledge of adult mental health and nursing home education.

Skills in developing behavioral objectives.

Ability to plan, organize and implement education programs.

Ability to interact effectively with other employees, clients and the public.

Ability to keep records and make reports.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to maintain emotional stability and competence in stressful situations.

Ability to maintain skills needed to insure the highest standard of professional excellence and ethics.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to lift 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation and pushing and pulling.

Occasional bending, twisting, squatting, climbing and reaching.

Ability to communicate orally in a clear manner.

Ability to distinguish sounds at various frequencies and volumes.

Ability to distinguish people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

Revised 01/17/2013

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/15/14
REQUEST TO: Human Services Committee
MEETING DATE: 07/23/14
REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
(TAD/CJCC Court Supervisor)

ISSUE/BACKGROUND INFORMATION:

Funding has been received from the Wisconsin Department of Justice through the Treatment Alternatives and Diversion (TAD) grant to create an alternative treatment program under the guidance of the Criminal Justice Coordinating Council (CJCC) for non-violent offenders in Brown County charged with criminal actions related to their drug and alcohol abuse.

ACTION REQUESTED:

Add a fully funded 1.00 FTE TAD/CJCC Court Supervisor to the Human Services table of organization to coordinate the criminal justice programs specified in the grant.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Fully grant funded.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

August 20, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
TAD/CJCC COURT SUPERVISOR

WHEREAS, the Wisconsin Department of Justice is providing funds for the Treatment Alternatives and Diversion (TAD) grant written by the District Attorney's office to create an integrated treatment alternatives and diversion program. This program is under the guidance of the Criminal Justice Coordinating Council (CJCC) and is to meet the specific treatment needs of non-violent offenders in Brown County, charged with criminal actions related to their drug and alcohol abuse; and

WHEREAS, the TAD grant will provide funding for a 1.00 FTE position to coordinate the criminal justice programs that serve adult offenders from pre-trial diversion to post-conviction sentencing alternatives under the guidance of the CJCC; and

WHEREAS, the current Drug Court Coordinator for Brown County is over capacity with existing drug court, pre-drug court and post drug court responsibilities and cannot absorb the duties specified by the grant; and

WHEREAS, the Human Services department has requested a fully funded 1.00 FTE TAD/CJCC Court Supervisor be added to their table of organization to coordinate the treatment programs outlined by the grant and oversee the Drug Court Coordinator and Social Worker/Case Manager - Treatment Court; and

WHEREAS, the Human Resources department in conjunction with Human Services, reviewed the needs of the department and the requirements of the grant and recommend the

addition of a fully grant funded 1.00 FTE TAD/CJCC Court Supervisor to the Human Services table of organization; and

WHEREAS, it is further recommended the position be maintained in Pay Grade 18 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that a fully funded 1.00 FTE TAD/CJCC Court Supervisor position be added to the Human Services table of organization; and

BE IT FURTHER RESOLVED, that the position be maintained in Pay Grade 18 of the Classification and Compensation Plan; and

BE IT FURTHER RESOLVED, should the funding end, the position would end and be eliminated from the Human Services table of organization.

Budget Impact:
Human Services

Partial Year Budget Impact (09/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
TAD/CJCC Court Supervisor	1.00	Addition	\$17,964	\$7,984	\$25,948
Partial Year Budget Impact			\$17,964	\$7,984	\$25,948

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
TAD/CJCC Court Supervisor	1.00	Addition	\$54,949	\$24,421	\$79,370
Annualized Budget Impact			\$54,949	\$24,421	\$79,370

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increased expense is offset by a grant from the Wisconsin Department of Justice.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: TAD/CJCC COURT SUPERVISOR

REPORTS TO: BEHAVIORAL HEALTH MANAGER

DEPARTMENT: HUMAN SERVICES

REPRESENTATION UNIT: ADMINISTRATIVE

JOB SUMMARY:

The purpose of this position is to coordinate, direct, plan, and evaluate criminal justice programs that serve adult offenders from pre-trial diversion to post-conviction sentencing alternatives. The position coordinates projects, recommends vendor selection, monitors vendor performance, identifies and analyzes system problems, and designs programs under the guidance of the Criminal Justice Coordinating Council (CJCC).

ESSENTIAL DUTIES:

Under the guidance of the CJCC, develops, implements, and evaluates policies, procedures, programs, goals, and objectives of the Department of Justice Treatment Alternatives and Diversion (TAD) grant. Manages grant information, reporting and follow-up as required.

Supervises the day-to-day activities of staff, including work assignments, performance evaluation and staff development.

Plans, develops, discusses and presents yearly program goals and objectives with oversight committee; meets regularly with staff regarding day-to-day activities and achievement of goals; develops concrete outcome measures for assigned programs, monitors regularly to determine further action steps needed.

Develops the criminogenic risks and needs assessment processes and tools which will be used throughout the criminal justice system by system professionals and contract service providers. Develops and coordinates a system that documents offender participation/results used to report back to CJCC partners and the Wisconsin DOJ.

Supervise and coordinate work duties for the Drug Court Coordinator and Social Worker/Case Manager-Treatment Court

Works with the CJCC Chair to coordinate and facilitate CJCC meetings by setting appropriate goals and agendas, managing development of identified projects or plans, and coordinating/ensuring follow-up.

Prepares proposals, facilitates proposal/provider reviews, and ensures the selection of qualified and trained providers of necessary program services, consistent with evidence-based practices accepted by the Department of Human Services. Monitors providers' services to ensure that contract standards are met. Negotiates contracts; prepares and manages program budgets.

Coordinates ongoing training for CJCC and TAD team professionals to ensure the use of evidence-based practices and to facilitate implementation of new programs, procedures, or initiatives.

Works in conjunction with the Justice System Assessor and TAD program teams to prescreen potential TAD program participants using evidence-based risk and needs assessment tools to determine eligibility and admission into appropriate TAD programming.

Reviews participant complaints regarding programming and prepares written responses.

Maintains current information on federal and state initiatives on justice system alternative programs and on programs operated in other localities, and evaluates their feasibility and appropriateness for Brown County.

Gathers information and prepares reports as required by CJCC committee members, TAD team members and criminal justice system stakeholders.

Authorizes purchase of services for program participants. Assures provider compliance with provision of contracted services.

Assists with the preparation of annual budget for the Drug Court and purchase of services.

Provides information to the general public, Human Services Board, County Board, media, and others regarding the goals and objectives of the program.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree in criminal justice, planning, social work or a related field is required; plus five years relevant work experience. Masters beneficial. Work experience in a court related, corrections or human services setting; supervisor of related programs and experience in developing new programs; a background or interest in working with persons with diverse needs, such as mental health, drug and alcohol and corrections.

Licenses and Certifications:

Valid Wisconsin Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize, assign, direct and supervise the activities of the TAD grant objectives.

Knowledge of the national program models for Diversion and Treatment Courts and programs.

Knowledge of and ability to utilize a computer and the required software.

Ability to evaluate and assess services of program and staff.

Skilled at writing and public speaking.

Ability to draft, read, understand and interpret statutes, contracts, ordinances, court documents and other legal writings.

Ability to prepare reports and assist with budget.

Knowledge of community resources available for counseling, community services and other participant services.

Ability to establish and maintain effective working relationships with staff, community professionals, officials and the public.

Ability to problem solve and make effective, timely decisions.

Ability to maintain confidentiality and remain non-judgmental.

Ability to work the required hours of the position.

PHYSICAL DEMANDS

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent sitting, standing and walking, occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 7/15/14

August 20, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING AUTHORITY TO EXECUTE
A 2014 AGREEMENT WITH THE BROWN COUNTY
ELECTRICIANS

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Electricians for the year 2014 effective January 1, 2014; and

BE IT FURTHER RESOLVED, that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. Article 2. WAGES

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2014:

1% increase in total base wages for anyone hired prior to 12/31/2012.

2. Article 3. DURATION OF AGREEMENT

One (1) year agreement (2014)

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Fiscal Impact: This Resolution does not require an appropriation from the General Fund. The net increase for 2014 is approximately \$1,451.27.

Authored by Human Resources and approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

August 20, 2014

**AN ORDINANCE TO AMEND SECTION 1.11 OF THE BROWN
COUNTY CODE ENTITLED, "CODE OF ETHICS"**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES
ORDAIN AS FOLLOWS:

Section 1 - Section 1.11(5)(d) of the Brown County Code entitled, "Conflict of Interest, Contracts with the County", is hereby amended as follows:

(d) Contracts with the County.

No County officer or employee who in his or her capacity as such officer or employee participates in the making of a contract in which such person has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the part of such official or employee, shall enter into any contract with the County unless, within the limitation of Section 946.13, Wis. Stats., the contract is awarded through a process of public notice and competitive bidding. ~~No elected County officer, unless a 12 month period following the date on which he or she ceased to be a County officer has elapsed, may negotiate with any other County officer or employee which he or she was associated, or be eligible to enter into any personal services contract, employment contract or any appointments involving a payment to such former County officer. County Constitutional Officials are exempt from sub. (5)(d) of Section 1.11 of the Brown County Code.~~

Section 2 - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, (Date)
COUNTY EXECUTIVE

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____